

## YUFE Policy & Funding Advisor

The YUFE Central Office is looking for a Funding & Policy Advisor for its joint Brussels Office (YUFE AISBL/ivzw).

### Working as part of the YUFE Central Team

The Young Universities for the Future of Europe (YUFE) is one of the dynamic European University Alliances, selected by the European Commission. YUFE aims to shape a holistic and inclusive future for European students and learners, and their society. The YUFE Alliance strives to be the front-running Alliance of European Higher Education in which students, learners, and staff are co-leaders, co-dreamers, and co-creators. YUFE's mission is to become a successful model of a socially responsible European University.

Read more about our Alliance at [www.yufe.eu](http://www.yufe.eu).

At the core of the YUFE Alliance lies the YUFE Central Office, based in Brussels, which operates as the pounding heart of realizing YUFE's long-term strategy and supporting the Alliance's policies. As YUFE Policy & Funding Advisor, you will be part of a young and energetic Central Office Team acting as a shared service unit to the whole Alliance and its partners.

### What you will be working on

The YUFE Policy & Funding Advisor, working closely with the Secretary General will facilitate implementing the activities of the alliance's strategy and governing bodies. In your role, you will also lead and support the monitoring and analysis of EU policies and funding programmes, providing advice for the strategic development of the alliance.

As Policy & Funding Advisor, you will have the opportunity to:

- Screen European policy developments related to the research, education and innovation.
- Analyse the implications of policy changes on the YUFE Alliance and its higher education programme
- Prepare well-informed positions on behalf of YUFE in relation to EU policies and consultations
- Collaborate with relevant stakeholders to gather input and ensure comprehensive policy perspectives
- Ensure that policy considerations are integrated into the overall annual planning and activity calendar of the YUFE Central Office
- Provide comprehensive support to the YUFE President and Secretary General in their efforts to foster seamless communication and collaboration among members of the YUFE Strategic Council
- Take over the role of secretary to the Strategic Council
- Explore and identify relevant EU funding calls aligning with YUFE's policy objectives and engage in dialogue with external funding partners to discuss policy-related aspects

- Coordinate the YUFE Central Office's involvement in externally funded projects with a policy focus and propose strategies to the Alliance for integrating the project outcomes into its strategic planning and activities.

## What we are looking for

We are looking for a dedicated, proactive team player who wants to contribute to a dynamic team within an international and Intercultural environment. As equity, diversity and inclusivity belong to YUFE's core values, we are searching for a colleague fully committed to these principles.

- You hold a bachelor's degree (a master's degree is desirable)
- You have a proven, demonstrable record of working in a context that prepares you for this role
- You have an excellent understanding of EU policymaking and the European higher education sector especially on policy areas related to education, research and innovation at the European level
- You are familiar with the EU funding programme structure and requirements. Previous involvement in the submission and delivery of EU-funded projects is an asset.
- You have excellent analytical skills, which you can apply in writing briefings and reports
- You have strong collaboration and communication skills and can work independently, proactively and in an outcome-oriented setting
- You are experienced in preparing supporting materials for meetings or events, including collecting data and preparing presentations
- You have excellent written and oral communication skills in English (any other European language will be an asset)
- You feel at ease to work within a small team and be flexible to support a diverse range of tasks.

## What we are offering

If you want to become our new colleague, then we offer you:

- A contract of indefinite duration (under Belgian law)
- Salary based on experience (and oriented on salary scales of Belgian Universities)
- Competitive package of benefits (meal vouchers, full reimbursement of public transport, group insurance etc.)
- The possibility of working from home two days a week
- An open working environment with attention to your work-life balance and up to 40 days of holidays.

Do you think you could be a great fit to the job, and you want to apply? Then apply before **31 July 2024** by sending us your CV and a cover letter convincingly explaining your motivation to work for YUFE to [sq@yufe.eu](mailto:sq@yufe.eu). Please also include your possible start date.

The interviewing process will contain of the following two steps:

- First-round interview of shortlisted candidates (online), held on **26 and 27 August 2024**
- Second round Interview with practical assignment held physically in Brussels on **02 September 2024**

Do you have questions on the position, please contact [Maria-Valerie Schegk](#), Secretary General of YUFE. Please be aware that between 19 July and 16 August reachability might be limited due to the holiday period.