

## Job description

**Job title: Project Officer at EU National Institutes for Culture – EUNIC AISBL (100% position) / Maternity cover for 6 months**

Location: Brussels, Belgium  
Reports to: EUNIC Director  
Start of post: 15 January 2024

The EUNIC team is a small, friendly, and mutually supportive team of seven, based at the central office of the EUNIC network in Brussels. We have an opportunity for a highly motivated and collaborative colleague to join the team for six months from mid-January 2024.

### About EUNIC

EUNIC – European Union National Institutes for Culture – is the European network of organisations engaging in cultural relations. EUNIC’s vision is to build trust and understanding between the people of Europe and the wider world through culture. We work to make culture count in international relations.

Together with our partners, EUNIC brings to life European cultural collaboration in more than 100 countries worldwide with a network of 139 clusters, drawing on the broad experience of our members from all EU Member States and associate countries. EUNIC advocates a prominent role of culture in international relations and is a strategic partner of the EU, actively involved in the further definition of Europe’s approach to cultural relations. EUNIC is a platform for knowledge sharing and for capacity building amongst its members and partners.

More about EUNIC, its values, functioning, and history can be found on [eunicglobal.eu/about](https://eunicglobal.eu/about).

### Purpose of the position

To assist in strengthening the EUNIC network and the implementation of EUNIC’s flagship programme [European Spaces of Culture](#) and to contribute to the delivery of EUNIC’s vision and strategic framework.

### Responsibilities and main duties

#### *European Spaces of Culture*

Together with the Project Manager:

- Assisting in the organisation of the European Spaces of Culture lab series for selected project teams: programming content with external experts, preparing presentations, and reporting;
- Monitoring and guiding selected project teams: responding to daily queries, reviewing activity, communication and evaluation plans, preparing contracts, and maintaining contact information;
- Implementing the communication strategy of the programme: preparation of texts and overviews for online and offline material, maintaining the website, etc.;
- Supporting the preparation of internal and external activity and funding reports.

#### *EUNIC Mobility Scheme*

- Being the main contact person for colleagues of the network applying to participate in the EUNIC Mobility Scheme;
- Processing requests for financial grants offered by EUNIC for participants;
- Liaising with EUNIC members hosting mobility visits about the programme, planning, communication, and evaluation of the visits they host;
- Organising the Mobility Scheme visit to Brussels;



- Launching the call for hosting offers to the network for the 2024-2025 edition of the Mobility Scheme, processing the hosting offers, launching the call for participants and processing applications.

#### *Wider programme support*

- Supporting the delivery of key follow-up actions of the EUNIC Climate Culture(s) Creative Lab;
- Occasionally supporting reporting from team meetings or external meetings;
- Supporting production topics for internal events as well as occasional administrative support for the Director and EUNIC team.

### **Skills, knowledge, and competencies**

#### *Essential*

- C1 level English
- A degree in a relevant field and minimum two years working experience. Applicants are welcome from candidates without a degree but with up to five years relevant professional experience.
- A demonstrable interest and or professional experience in the field of international cultural relations

#### *Desirable*

- One or more other (European) languages
- Knowledge and experience of EUNIC and its members and/or the EU's engagement with culture

### **Other features or requirements of the job**

This post might entail some international travel.

The post holder will be based in Brussels with office days at least 2 x per week. The open plan EUNIC office is located at Rue Baron Horta 13, 1000 Brussels.

### **How to apply**

Please send your application to [jobs@eunicglobal.eu](mailto:jobs@eunicglobal.eu) by 17:00 CET on **Friday 1 December 2023**.

Your application should consist of a single pdf containing:

- 1) A motivation letter of maximum one page succinctly outlining why you are interested in the role and how your skills and experience relate to the role and organisation;
- 2) A CV of up to two pages maximum.

### **Please note**

EUNIC is committed to diversity and inclusion. Should you have any accessibility or other requirements to support you in attending the interview, or in considering the post, do not hesitate to contact us.

Shortlisted candidates will be informed by Friday 8 December and will be invited to a live interview in Brussels on **Friday 15 December 2023**. The interview will also involve a short series of tests related to the day-to-day tasks of the role. Travel costs to attend the interview will be offered. The successful candidate will be informed the week commencing 18 December.

The net monthly salary is c. 1,800 EUR; in addition, a Brussels transport pass and 7 EUR lunch voucher per working day are included. 15 days leave are offered within this six-month contract.

Candidates not invited to interview will also be informed by Friday 8 December. Please note that we will only be able to provide personalised feedback to non-selected candidates invited to the interview stage.

In submitting your candidacy, you confirm your availability to be able to start work in Brussels from Monday 15 January if offered and choosing to accept the job.

