

PROJECT AND RESEARCH OFFICER

Autism-Europe (AE) recruits a Project and Research officer for its Brussels based Secretariat. Reporting to the director, the Project and Research officer will support the implementation of EU projects and contribute to AE advocacy and campaigning work through research and policy analysis.

Start date: June 2021

The deadline for applications is **31st May 2021**. Only short-listed candidates will be contacted.

Job description

General administrative tasks

- Supporting planning and coordination of Autism-Europe's work plan and project activities;
- Supporting the delivery of AE tasks in multiple projects;
- Attending meetings and regular communication with partners and funders;
- Supporting the Communications manager with dissemination and communication via social media, newsletters, and drafting of press releases as well as event organisation;
- Event/meeting organisation and follow-up;
- Contribution to AE project proposals preparation activity;
- Supporting preparation of financial and activity reports;
- Following EU and other donors' calls for proposals;
- Support to proposal writing and budget preparation;

Research and policy analysis

- Conduct research, including desk-based research, related to topics in the field of autism, EU policy, disability rights;
- Collect, process and analyse information including through dedicated surveys;
- Drafting reports, strategic documents, policy recommendations and information notes;
- Support the monitoring of policy developments relevant to autistic people and their families

Requirements for the position

Essential

- Higher degree in European affairs, disability studies, social studies, or other relevant field
- Enthusiastic about promoting understanding of autism, disability rights and improving the lives of autistic people

- 3 to 5 years relevant work experience
- Good understanding of EU policy-making procedures and how they relate to autism and disability rights
- Excellent analytical skills
- Excellent writing skills in English
- Knowledge of quantitative and qualitative research methodologies
- Demonstrated ability to manage multiple projects simultaneously, experience in EU-funded projects
- Strong organization and time management skills, being able to prioritize tasks effectively and respect deadlines.
- Attention to details and accuracy

Desirable

- Familiar with the international non-profit sector
- Experience working in EU affairs
- Knowledge of another European language

Terms

- One-year contract according to Belgian law, with possibility of renewal.
- The selected person must have a valid permit to work in the EU and live in Belgium.
- The workstation is the Autism-Europe headquarters in Brussels (BE).
- Competitive salary depending on experience and qualifications, plus benefits (13th month, luncheon vouchers).

Application process

Please send your CV and a cover letter and details of two persons who can be contacted for references to: **secretariat@autismeurope.org** with 'project and research officer: YOUR NAME' in the subject field. The applications will be processed in full confidentiality.

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Shortlisted candidates will be invited for an interview and an assessment in our Brussels office/online.