



## **Autism-Europe recruits a Project and research officer**

Autism-Europe is an international association whose main objective is to advance the rights of autistic people and their families and to help them improve their quality of life.

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 activities in conjunction with other team members. , the Project and Research officer will also contribute to AE advocacy and campaigning work through research and policy analysis.

The deadline for applications is December 15<sup>th</sup> 2022. Only short-listed candidates will be contacted.

Start date: by February 2023

### **Job description**

#### **General administrative tasks**

- Supporting planning and coordination of Autism-Europe's work plan and project activities;
- Supporting the delivery of AE tasks across several projects;
- Attending meetings and ensure regular communication with partners and funders;
- 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

#### **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 and focus groups;
- 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
- 1-3 year 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: strong organization and time management skills, being able to prioritize tasks effectively and respect deadlines
- Attention to details and accuracy
- Good interpersonal skills
- Ability to function in small team and work autonomously

### **Desirable**

- Experience in the international non-profit sector
- Experience in EU-funded projects/ EU affairs
- Knowledge of another European language
- Familiarity with autism

### **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 (13<sup>th</sup> 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.
- The deadline for applications is **15<sup>th</sup> December 2023**. Only short-listed candidates will be contacted.
- Shortlisted candidates will be invited for an interview and an assessment in our Brussels office/online.

**More information:** <https://www.autismeurope.org>