



Autism-Europe recruits a Project and policy officer

Brussels, Belgium

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 policy officer for its Brussels based Secretariat. Reporting to the director, the project and policy officer will support the management and implementation of EU projects as well as contribute to AE advocacy and campaigning work through research and policy analysis.

Start date: ideally in **February 2024**

The deadline for applications is **January 8th**.

Job description

Policy analysis and research

- Conduct research, including desk-based research, related to a range of topics that influence the quality of life of autistic people and the enjoyment of their rights, EU policies and 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

General administrative tasks

- Supporting planning and coordination of Autism-Europe's project activities;
- Supporting the delivery of AE tasks in multiple projects;
- Attending meetings and regular communication with partners and funders;
- Supporting the Communications team 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;

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
- At least 5 years of relevant experience in a similar position
- Good understanding of EU policy-making procedures and how they relate to autism and disability rights
- Excellent analytical skills
- Excellent writing skills in English
- Familiar with 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.
- Good interpersonal skills
- Attention to details and accuracy

Desirable

- Familiar with the international non-profit sector
- 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 'Senior project and policy officer: YOUR NAME' in the subject field. The applications will be processed in full confidentiality.
- The deadline for applications is **8th January 2024**. Only short-listed candidates will be contacted.
- Shortlisted candidates will be invited for an interview and an assessment in our Brussels office/online in January 2024.