

Employment offer – Project and Policy Officer

European Elite Athletes Association ([EU Athletes](http://www.euathletes.org)) is the European multi sport federation of independent athlete and player unions and associations with 32 members from more than 15 European countries and a wide range of sports such as basketball, handball, rugby, volleyball as well as individual and Olympic sports. More than 25 000 athletes are represented through the membership.

EU Athletes represents its members on matters that affect athletes, such as athlete rights, working conditions, integrity of sport, fight against match-fixing, anti-doping, dual careers and education and many others.

EU Athletes is looking to employ a **Project and Policy Officer** to support the team in regards to:

1) Projects (60%)

- Preparing EU project applications.
- Implementation and monitoring of coordinated projects, particularly Erasmus+ PROtect Integrity Online (match-fixing), including ensuring proper execution of work packages and deliverables, administrative and financial monitoring, organising of meetings and events, communication.
- Representing the organisation as partner in other EU projects.
- Representing the organisation in relevant project-related meetings organized by the EU and other organisations.

2) Policy (30%)

- Monitoring EU Sport Policy and other relevant policy fields.
- Advocating the interests of the organised European athletes at the European level, particularly in regards to the European Union, Council of Europe and Member States, including by representing the organisation at relevant meetings.
- Writing reports, background and policy documents, press releases.

3) Other (10%)

- Preparing General Assemblies, Board meetings and other events.
- Provide information and assistance to members.
- Other tasks related to current work priorities.

Profile

1) Essential

- University degree in relevant field (European studies, Project management, EU law, international relations or similar).
- Excellent knowledge of EU funding programmes, especially Erasmus+ programme and the methodology of project management.
- Excellent knowledge of European legal and policy framework, in particular related to sport policy.
- Strong communication, presentation and people skills.
- Computer and social media skills.
- Professional knowledge of English.
- Ability to work in multicultural environment and a small team.
- At least 1 year relevant professional experience.

2) Desired

- Understanding and interest in (sport) trade union movement, athlete rights and sport integrity.
- Previous experience as a high level athlete.
- Professional knowledge of other European languages.

Conditions

- A fixed term, full-time employment contract under the Belgian law starting on the 1st of December 2022 (flexible).
- Based in Brussels or remote, with frequent travels, mainly within Europe.
- Remuneration based on profile and experience.

Application process

- Send a CV and short cover letter to Paulina Tomczyk, the General Secretary at paulinatomczyk@euathletes.org before the 31st of October 2022.
- Only shortlisted candidates will be contacted for interviews, which will take place at the beginning of November.