

ACR+ recruits an EU Policy Officer

Join ACR+, the Association of Cities and Regions for sustainable Resource management!

The **Association of Cities and Regions for sustainable Resource management** (ACR+) is an international network of around 90 members with the shared aim of promoting circular economy on territories, including the sustainable consumption of resources and the management of waste through prevention at source, reuse, recycling and, as a last priority, energy recovery.

For more information about ACR+: www.acrplus.org

ACR+ is recruiting an EU Policy Officer.

The successful candidate will be part of the ACR+ Secretariat team in Brussels, reporting to the Secretary General

Key tasks and responsibilities

We are looking for a pro-active and detail-oriented EU Policy Officer to join our team. The successful candidate will play a key role in monitoring, analysing and centralising European policy developments and supporting ACR+ activities as well as answering members' needs related to EU affairs. The candidate will also contribute to ACR+ thematic areas' work and developments.

Key responsibilities:

- **EU policy monitoring and analysis:**
 - Monitor key updates and maintain a centralised overview of EU policy fields related to [ACR+ thematic areas](#), including relevant legislation, strategies, roadmaps, etc.
 - Disseminate relevant EU news across internal channels and the ACR+ website
 - Coordinate, draft and publish of the EU Digest (at least every 3 months)
 - Centralise ACR+ consultations' answers and coalitions participations, providing feeding stock for further external communication.
 - Draft of ACR+ opinions, position papers, and open letters and coordinate their publication
- **Support to thematic areas and members' engagement:**

- Support the coordination of the thematic areas' work and developments (website updates, members' engagement, events, etc.) ensuring an active dialogue between the ACR+ thematic areas and synergies of their activities
- Support on dissemination tasks and stakeholders' engagement activities under various projects
- Coordinate ACR+ members' requests on specific topics to support the interpretation and monitoring of EU legislation and policies at the regional and local levels
- Monitor ACR+ members' activities, policies, and studies related to circular economy

Additional tasks:

- Contribute to the management and improvement of the ACR+ website
- Contribute to ACR+ social media accounts and weekly newsletter and publications
- Attend relevant events and conferences

Educational and skills requirements

- **Education and experience:**
 - University degree with a specialization in International Relations/EU Affairs
 - Understanding and familiarity with the EU policy making landscape and the role of the EU institutions
 - Policy research and synthesis experience
 - Relevant knowledge or experience in communication or journalism is an asset
 - Experience of EU-funded projects is an asset

1-3 years of relevant professional experience is required

- **Languages:**
 - English: native speaker or equivalent
 - Good command of any other EU language is an asset
- **Additional required skills:**
 - Excellent drafting and communication skills
 - Excellent knowledge of Microsoft Office Package (Word, Excel, PowerPoint, Outlook) and Teams
 - Pro-active attitude, detail-oriented
 - Strong organisational skills and the ability to work on multiple tasks simultaneously
 - Ability to work in a team as well as autonomously
 - High interest in ACR+ themes and activities

Terms and Conditions

- **Place of work:** ACR+ Brussels secretariat, Brussels, Belgium. Short trips abroad may be required.



www.acrplus.org

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FOR SUSTAINABLE
RESOURCE
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- Expected **starting date**: as soon as possible.
- **Full time job under permanent contract**; economic conditions are defined according to the candidate's level of seniority and experience.
- **Other benefits** :
 - Extra-legal pay: we offer a hospitalisation insurance, meal vouchers and eco-vouchers; we cover local public transport or offer a cycling scheme;
 - Extra holidays: we offer extra-legal holidays (6 + office closed between Christmas and 2 January)
 - Flexible working: our team organises its work to maintain a healthy work-life balance, including teleworking;
 - Dynamic, international and motivated team at the service of ACR+ members for a more sustainable resource management at local and regional European level!

Application

To apply, send your **CV and a cover letter** to Marie Cardon (mca@acrplus.org), **before 15 April 2025**.

A selection procedure including interviews and tests and a final evaluation by ACR+ Secretary General will be organised for the shortlisted candidates.

Please note that applications will be screened as they come. Thus, the position might be closed before the closing date. We strongly invite you to send your applications as soon as possible.

Due to the large number of applications we receive for each posting, we are unable to provide feedback on all applications. Only complete application will be accepted, and only shortlisted candidates will be contacted.