

EUROPEAN POLICY COORDINATOR

Position: Full time (37,5 hours p/week)

Location: Europa Nostra Office in Brussels (Belgium)

Duration of contract: initial period of 1 year, with possibility of renewal

About Europa Nostra

Active for almost 60 years, Europa Nostra is the largest and most representative federation of cultural heritage NGO's in Europe and a key civil society partner of the European Union in heritage matters. Europa Nostra's headquarters are located in The Hague, with a thriving office located in the heart of Brussels' European Quarter.

Europa Nostra campaigns to save Europe's endangered monuments, sites and landscapes, in particular through the [7 Most Endangered Programme](#). It celebrates excellence through the [European Heritage Awards / Europa Nostra Awards](#), which this year celebrates its 20th anniversary. Europa Nostra actively contributes to the formulation and implementation of European strategies and policies related to heritage, through a participatory dialogue with European Institutions and heritage stakeholders as well through the coordination of the [European Heritage Alliance](#). Europa Nostra is among the official partners of the [New European Bauhaus](#) initiative, and the [European Year of Youth 2022](#). It also acts as the Regional Co-Chair for Europe of the [Climate Heritage Network](#).

Europa Nostra is now looking for a dynamic and experienced European Policy Coordinator, with the knowledge of and/or affinity for Europe's cultural heritage, to join its Brussels Office to manage and coordinate the organisation's policy advocacy action.

About the position

As European Policy Coordinator, you will be in charge of coordinating Europa Nostra's multi-faceted relationship with European and international policymakers with the aim of further reinforcing the role of the organisation as a leading European voice of civil society committed to cultural heritage within the wider European and international policy-making ecosystem.

The European Policy Coordinator reports directly to the Secretary General.

You will communicate regularly and closely with the vast network of Europa Nostra's members and partners, with members of the Europa Nostra Board, Council and various expert groups or task forces.

You will collaborate closely with the entire staff team based in Brussels and The Hague to ensure coherence of policy priorities, messages and action.

This position requires occasional travelling across Europe.

As European Policy Coordinator, your **main tasks will include**, among others:

- Coordinating the formulation and implementation of policy advocacy activities in line with the strategic priorities of Europa Nostra;
- Continuous monitoring of European/international policy developments with a direct or indirect impact on cultural heritage;
- Drafting and disseminating position papers, policy briefs and other advocacy material, as well as Europa Nostra responses to public consultations, etc.
- Developing and maintaining close relations with EU policy makers and representatives of EU institutions, as well as with a wider range of key European and international heritage stakeholders (public and private);
- Liaising with relevant EU programmes and actions;
- Liaising with and contributing to European and international expert groups in the field of heritage;
- Representing the organisation in relevant European or international meetings and events.

Required knowledge and skills

- Academic education (minimum Master's Degree) in a relevant discipline
- Minimum of 5 years of professional experience in policy or advocacy - related positions, preferably in the heritage or cultural field;
- Sound knowledge and/or strong affinity with European and international policies and programmes related to cultural heritage;
- In-depth knowledge and/or experience of European Institutions and decision-making processes;
- Proficiency in English, both written and oral;
- Excellent command of another European language(s), preferably French;
- Excellent drafting, communication and presentation skills;
- Strong analytical skills;
- Strong interpersonal skills demonstrated by the ability to engage in effective networking activities and work in multi-cultural and multi-disciplinary teams;
- Ability to coordinate and implement multiple tasks and to meet deadlines.

What we offer

- The opportunity to join a small dynamic and multicultural staff team based both in Brussels and in The Hague.

- An initial contract for 12 months, which can subsequently lead to a permanent contract.
- A competitive salary in line with the sector depending on skills and on the level of experience
- A holiday allowance of 8%.
- 30 days of holiday per year (based on full-time employment)
- A pension scheme
- Commuting costs compensation

How to apply

- The position is open until filled
- Candidates must have a valid working permit to work in Belgium
- Interested candidates are invited to send to Barbara Zander, The Hague Office Coordinator (bz@europanostra.org) an email with their Curriculum Vitae and their motivation letter addressed to the Secretary General (both in English)