



PROJECT OFFICER – FEDARENE
(European Federation of Agencies and Regions for Energy and the Environment)
Brussels, Belgium

The European Federation of Agencies and Regions for Energy and Environment (FEDARENE) is a leading European network of regional energy agencies. We facilitate the development of interregional partnerships and projects, promote the regional dimension in debates on sustainable energy and the environment, and help regions develop their capacity to take action for the energy transition. We offer a position with responsibility and focus on EU project activities within a well-established European association (30 years), representing members from 20+ European countries and active in one of the most strategic areas of current European politics.

Your main missions:

You will be in charge of 2 new EU funded projects starting this summer focusing respectively on:

- the adoption and wide dissemination of regional climate resilience pathways
- implementing a peer learning programme for public authorities and energy agencies on innovative financing for climate and energy projects

Tasks include (but are not limited to):

- Define and implement the communication strategy
- Develop and implement the peer learning programme
- Coordinate the project's capacity building strategy
- Organise webinars and workshops
- Run the Helpdesk for regions
- Compile and update a database of opportunities for financing innovation packages
- Coordinate the completion of deliverables of the project team for efficient and on time delivery, as well as organising and holding regular meetings
- Administrative and financial management, reporting & monitoring, communication with project partners

Preferred education & experience:

Master's degree in a relevant field (e.g. environment / energy / climate change / urban Planning / international relations / European Studies...)

At least 3 years of experience in a similar role including:

- Experience in financial reporting for EU projects (Horizon 2020, Interreg, LIFE...),
- Experience in the implementation of EU-funded projects
- Experience with the EU scene and Institutions, ideally in the field of sustainable energy and the environment
- Experience in supporting local and/or regional authorities in their energy/climate transition



Employee Profile

Required skills:

- ability to deeply understand complex technical issues and to translate them for a broader public understanding
- strong communication and analytical skills
- ability to work with a high level of initiative and autonomy when required and to prioritise tasks
- ability to work cooperatively in a team environment
- organisational skills
- detail oriented
- fluency in spoken and written English and French
- other EU languages at a C1 minimum level would be an asset
- good command of MS Excel

Our offer

- Full-time employment in our office in Brussels, Belgium (contract under the Belgian Law). Initial contract of 12 months.
- A benefits package (lunch vouchers, ecocheques, extra holidays, mobile phone subscription..)
- A positive working environment in an extremely dynamic domain.
- Opportunities to travel in Europe for professional purposes.

Application

Please send to elodie.bossio@fedarene.org, by July 2, 2021 with subject : project officer

- Curriculum vitae in English
- A cover letter
- If possible please add 1-2 references.

Applicants must have the legal right to be employed in Belgium.

Only shortlisted candidates will be contacted. Interview will be conducted in July for a contract starting at the latest on September 1, 2021.