

Project & Policy Officer for “Cultural Diplomacy Platform” and “*MORE EUROPE – external cultural relations*” (freelance)

Start date: 1st July 2018

The Goethe-Institut Brüssel is looking for an experienced freelance project & policy officer to support two of its European projects:

- “*MORE EUROPE – external cultural relations*”, a public-private initiative by the Goethe-Institut Brüssel, the British Council, the European Cultural Foundation, the Institut français Paris and Mercator Stiftung; and
- The Cultural Diplomacy Platform, a contract-service of the European Commission, implemented by a consortium led by the Goethe-Institut.

Project Description

The independent initiative *MORE EUROPE – external cultural relations* (www.moreeurope.org) advocates for structurally establishing culture in the European external policy. It underlines the needs for a European strategic approach to international cultural relations moving towards mutuality, dialogue and cooperation, through workshops, research and advocacy.

The Cultural Diplomacy Platform (www.cultureinexternalrelations.eu) is an EU-commissioned project, aiming at supporting the EU institutions in the implementation of the ‘[EU Strategy for international cultural relations](#)’, and carrying out activities enhancing the EU’s cultural engagement with third countries and their citizens. Activities are organised at the request of EU services, and comprise of policy papers, workshops and a training programme for young cultural managers.

Job Description

The project & policy officer will join a dynamic team composed of a project director and another project officer, as well as trainee(s) on a regular basis, and will be involved in all aspects of both projects. In particular, he/she will be in charge of the following:

- Ensuring legislative and sectorial monitoring on external cultural relations, cultural diplomacy, *etc.*;
- Organising thematic workshops and conferences gathering EU representatives, civil society networks, stakeholders from the private sector, *etc.*;
- Contributing to drafting advocacy papers;
- Ensuring the day-to-day administrative, financial and logistical management of both projects, in coordination with the project director and the other member(s) of the team;
- Facilitating the internal coordination and communication within the consortiums, organising regular consortium meetings and ensuring the administrative and financial follow-up with each partner;
- Coordinating the mobilisation of short-term independent experts, including drafting all administrative and contractual documents, and following-up the financial processes;
- Contributing to the narrative and financial reporting of the Cultural Diplomacy Platform, under the supervision of the project director;
- Monitoring the results of the projects;
- Coordinating the communication channels of both projects.

Requirements

- Minimum 3 years of relevant work experience;
- Excellent written and spoken English, French and/or German an asset;
- Excellent organisational, administrative and planning skills;
- Strong interpersonal and communication skills;
- Very good knowledge of the EU institutions;
- Good knowledge of main computer softwares (MS office package), notions of website and social media management;
- Keen interest in cultural issues in general, as well as in specific topics such as culture in diplomatic relations between the EU and its strategic partners, culture and social & economic development, inter-cultural dialogue, cultural heritage, *etc.*;

Beginning of contract/working place

- The start date is the 1st of July 2018
- Freelance contract
- Exact number of working days to be discussed
- Working place: Goethe-Institut Brussels.

Interested?

CV and cover letter are to be sent **in English** to bewerbungen-bruessel@goethe.de, **by the 12th of June 2018**.