

Policy Officer

POSITION: Policy Officer

EENA, the European Emergency Number Association, is looking for an energetic and dedicated Policy Officer to join our team. The Policy Officer will play a crucial role in supporting our mission to enhance public safety across Europe. This position involves conducting research, involvement in EU projects, and developing policy recommendations to advance our objectives.

LOCATION: Brussels, Belgium

RESPONSIBILITIES

- Develop and draft policy recommendations, position papers, and reports.
- Conduct comprehensive research and analysis on public safety policies, emergency services, and related EU legislation.
- Monitor and evaluate EU policy developments and trends relevant to EENA's mission.
- Support the planning, implementation, and management of EU-funded projects, ensuring compliance with project requirements and timelines, including representation of EENA in online and in-person project meetings (travelling availability is expected).
- Coordinate with internal and external stakeholders, including EU institutions, national authorities, and partner organisations.
- Develop EENA events programmes, including topics, content and speakers.
- Participate in policy-related events, workshops, and conferences.
- Prepare briefings, presentations, and other communication materials to disseminate research findings and policy positions, including in EU Projects.
- Collaborate with the communications team to ensure alignment of messages with EENA's overall strategy.
- Assist in organising webinars and producing documents focused on public safety.
- Support EENA's advocacy activities
- Contribute to drafting and supporting the submission of EU projects proposals.

WE VALUE

- Excellent written and verbal communication skills in English; proficiency in additional EU languages is a plus.
- Strong analytical and research skills with the ability to synthesize complex information.
- Experience in EU project management is a plus.
- Solid understanding of the EU policy-making process.
- Proactive, self-motivated, and able to work both independently and as part of a team.
- Strong organisational and project management skills with attention to detail.
- Ability to build and maintain relationships with a diverse range of stakeholders.
- Strong work ethic, reliability, and a commitment to our mission of improving public safety.
- Eagerness to learn, grow, and contribute within the organisation.

QUALIFICATIONS

- A degree in political science, public policy, law, or a related field.
- Experience with EU-funded projects, including Horizon 2020, Horizon Europe, or other relevant programs, is a plus.

As a Policy Officer at EENA, you will have the opportunity to make a tangible impact on public safety across Europe. If you're ready to champion our cause and possess the skills and attitude we're looking for, we'd love to have you on our team.

APPLY

Does this profile sound like you? Then, send your CV and cover letter to Jérôme PÂRIS (jp@eena.org) by 9 August. You should add "Application to the Policy Officer Position" and your name in the subject of your email.

Please note that only candidates selected for an interview will be contacted.

ABOUT EENA

EENA, the European Emergency Number Association, is a non-governmental organization based in Brussels dedicated to improving public safety and security across the EU. Our mission is to ensure that every citizen can access high-quality emergency services and receive appropriate care during



EUROPEAN EMERGENCY NUMBER ASSOCIATION

emergencies or disasters. We collaborate with a wide range of stakeholders, including emergency services, public authorities, decision-makers, researchers, and solution providers, to drive change and make a tangible impact on public safety.

More about us: <https://eena.org/about-eena/mission-and-vision/>