

# EUTOPIA Central Office staff

## Staff recruitment – Status and plans

The budget available for the EUTOPIA Central Office staff includes two main contributions:

- contribution from the EUTOPIA MORE project, and
- contribution from the ten full partners of the alliance through payment of an annual fee.

Considering the approved EUTOPIA MORE budget for the Central Office for the period 2023-2026 and the agreed annual fee paid by each partner (15,000 EUR/year), the budget allows for recruitment of **up to 5 staff members** according to the following timeline:

- Secretary General (Mattia Bellotti) – hired, start date: March 2023,
- Deputy Secretary General (Melinda Szabó) – hired, start date: January 2024,
- Central Office Administrator (Ilenia Sutto) – hired, start date: January 2024,
- Policy Officer – recruitment planned for Q2-Q3 2024,
- Position tbd – recruitment planned for Q2-Q3 2025.

**Recruitment for the Policy Officer position will open in April 2024.** The job description for the position is included as Annex of this document. The recruitment timeline for the vacancy will be the following:

- Job vacancy – open date: 8 April 2024,
- Job vacancy – closing date: 28 April 2024,
- Written tests: 2-6 May 2024,
- Interviews: 15-16 May 2024,
- Expected start date: June-August 2024 (depending on selected candidate's notice period).

Two Institutional Coordinators from two different EUTOPIA universities will be invited to the interviews. The Institutional Coordinators will be selected on a voluntary basis and based on availability for the interview dates.

## Annex:

### EUTOPIA Policy Officer vacancy

[EUTOPIA](#) is an alliance bringing together 10 European universities from 10 different European countries, aiming to become an open, multicultural, confederated operation of connected campuses. The Central Office of the alliance is looking for a Policy Officer who will report to the Secretary-General of EUTOPIA. This role offers a chance to join our team and expand your skills in a dynamic and supportive environment within EUTOPIA.

#### Job Description:

The Policy Officer, working closely with the Secretary-General and Deputy Secretary-General, will facilitate coordination and implementation of the activities of the alliance's governing bodies. In this role, the successful candidate will also lead and support the monitoring and analysis of EU policies and funding programmes, providing advice for the strategic development of the alliance. Specific responsibilities will include:

- Monitor and analyse EU policies and initiatives of interest in Higher Education and Research, providing strategic advice to the alliance.
- Coordinate and support the activities of EUTOPIA governing bodies with their Chair and Vice-Chair, including preparation of meeting agenda and briefing papers, reporting and following up after meetings.
- Analyse EU funding programmes (e.g. Erasmus+, Horizon Europe, Digital Europe) and advise on opportunities for development of the alliance's activities.
- Lead or contribute to designing surveys, analysing data and drafting reports related to the implementation of the alliance activities.
- Assist and support the organisation of the EUTOPIA Central Office activities as required.

For this position, the EUTOPIA Central Office located at the VUB Main Campus in Etterbeek will be your home base.

#### What do we expect from you?

- You have attained a **master's degree** and have at least **5 years of relevant working experience** for this role.
- You have an excellent knowledge of the **Higher Education sector** with relevant professional experience in Education and/or Research at a European level.
- You are familiar with the **EU funding programme structure and requirements** and have been involved in the submission and delivery of several EU-funded projects.
- You have **excellent analytical and critical thinking skills**, which you have learnt to apply in writing briefing papers and reports.
- You are experienced in preparing supporting materials for meetings or events, including collecting data, statistics, or examples and preparing visual aid and presentations.
- You have excellent writing skills and are a great communicator, fluent in English (spoken and written). Knowledge of any other EU official languages is an advantage.

#### We offer:

Are you going to be our new colleague? You'll be offered a permanent full-time contract at a salary linked to VUB ATP **grade 7 to 8** depending on your competences and previous relevant work experience.

At the VUB, you're guaranteed an open, involved, and diverse workplace where you are offered opportunities to (further) build on your career. As well as this, you'll enjoy various benefits:

- Flexible work arrangements with **possibility of remote working up to two days per week**.

- **Full reimbursement for your home-work commute with public transport** according to VUB-policy and/or compensation if you come by bike.
- Cost-free hospitalisation and **group insurance** with guaranteed income.
- The space to form your job content and continuously learn via VUB LRN.
- Excellent **facilities for sport and exercise**.
- **A range of discounts through Benefits@Work and Ecocheques**.
- Delicious meals at attractive prices in our campus restaurants.
- An open, family-friendly work environment where attention is paid to work-life balance, and exceptional holiday arrangements with **35 days of leave** (based on a fulltime contract).