

(Senior) Policy & Project Officer

The Academic Cooperation Association (ACA) searches for a flexible, competent and highly-motivated professional to support the development and implementation of ACA's ambitious annual work programmes, and to contribute to the association's policy advocacy and member development activities. The role combines daily project management, member engagement activities and advocacy, in collaboration with the other team members of the ACA Secretariat.

Job description

The role of (Senior) Policy & Project Officer includes:

- Regular grant-writing, with a view to securing funding for the association, for policy-oriented projects in areas of interest for ACA members (e.g. student and staff mobility, new mobility formats, digitalisation of internationalisation activities, sustainability of international education, etc.)
- Regular project management – coordination of project teams, administration, reporting (including financial).
- Co-chairing ACA's Thematic Peer Group (TPG) on New mobility formats (dealing with transformations in physical mobility formats and their implications for the sector and for internationalisation funding agencies).
- Support in member development activities (e.g. thematic peer groups, consultation processes, etc.).
- Support for ACA's advocacy work – co-drafting of policy and position papers, together with ACA's Director and its Senior Policy Coordinator.
- (Support in) carrying out applied research in different areas of international cooperation in higher education (and research) and in the production of related briefs, policy papers and publications.
- Co-organisation of thematic international events online, face-to-face and in hybrid formats.
- Representation of the association vis-à-vis policy-makers, in expert groups and in various international fora and events (as a speaker, panellist, moderator, etc.).

Background, qualifications and skills

- 5-7 years of experience in (international) higher education and/or research cooperation.
- Good knowledge of the European and EU higher education landscape, as well as of global trends.
- Experience in successfully writing grant/project applications and in securing related funding (e.g. in Erasmus+, Horizon 2020, ESF, national or regional funding sources, etc.).
- Project management experience, in teams of different sizes.
- Experience in writing policy briefs and policy papers, in English.
- English language proficiency at native-speaker level. Knowledge of additional European languages is an advantage.
- Reliability and attention to detail are a must.
- Proactive, critically-constructive, and goal-oriented attitude.
- Very strong presentation and communication skills.
- Exceptional interpersonal skills and the ability to fit in a multinational team of highly-capable professionals.

Additionally valued

- Experience in other associations/membership organisations
- Experience with training activities in higher education
- Experience in qualitative and/or quantitative research and in the use of related software
- Experience with online survey software, mass mailing tools, visualisation software

The ACA Secretariat is based in Brussels; thus, it is required that the candidate live in the vicinity of Brussels. The position also entails, under normal circumstances, international travel, primarily within Europe.

What ACA offers

The Association offers a one-year initial contract under Belgian law (with the possibility of extension), and an attractive remuneration package, including lunch and eco vouchers, a holiday allowance and an end of the year bonus ('13th salary').

The **level of the position** will be set based on the selected candidate's level of experience and skills.

How to apply

The application should consist of the following **three elements**:

- A **Curriculum Vitae** or **resumé**, highlighting main professional *achievements*, in line with the job profile.
- A **motivation letter/statement**.
- Names and contact details of **two referees**.

Application deadline: 15 July 2021, EOB

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis. Applications should be sent via email to ACA Director, Ms **Irina Ferencz**, at irina.ferencz@aca-secretariat.be. ACA regrets that it cannot acknowledge all applications received. Only applicants meeting all the requirements and submitting their application within the deadline will be considered for an interview.

Pre-selected candidates will be contacted between 26-30 July 2021 and invited for an online interview. Indicative period for the online interviews: 5-13 August 2021, subject to mutual agreement.

Envisaged start date: October - November 2021

About ACA

The Academic Cooperation Association (ACA) is a leading Brussels-based stakeholder organisation supporting research, innovative practice-development and smart policy-making in international higher education. ACA has a dual identity, being both an influential think tank – exploring and researching multiple facets of internationalisation in higher education – as well as a strong member-driven association. The Secretariat is a small team of four highly motivated, international higher education enthusiasts dealing with various aspects of the association's daily work.

As a member-driven platform, ACA provides a shared voice to national agencies for the internationalisation of higher education (many of them also Erasmus+ national agencies), being a unique type of organisation in the world. Within ACA, the members enhance their capacities and join forces in supporting, 'doing' and influencing the development of future-oriented, top-quality internationalisation. As a brain-trust with a sound track-record in conducting applied research – through its active members, as well as its very knowledgeable and well-linked Secretariat – ACA provides expert advice on key developments in international higher education to HEIs, governments and supra-national organisations.

The association's next cycle of strategic ambitions (2022-2026) is currently being envisioned. Strategic ambitions from 2017 – 2021 included:

- 1. Boost ACA's role of strategic partner and adviser of the European Commission, European Parliament and national governments in matters of international higher education.*
- 2. Strengthen ACA's membership base and representation, by consolidating ACA's current membership through a series of enhanced collaborative activities; and by widening the formal, full membership base within Europe, primarily to parts of Europe and countries not yet represented in ACA.*
- 3. Enhance ACA's knowledge-production and policy-oriented research work in key areas of international education for the ACA members and the wider higher education community.*
- 4. Diversify outreach and visibility activities via new online presence, key partnerships and new forms of association and collaboration.*
- 5. Secure the financial viability of the association, by identifying new revenue streams and a revised funding model.*

Further information about the association is available on the [ACA website](#). For questions about the association in the context of this application, please contact Ms Irina Ferencz.