

The Consumer Voice in Europe

Energy Project Coordinator

**Full-time position to start as of 20th May 2019
2-year contract**

BEUC, The European Consumer Organisation, is seeking a project coordinator to lead the delivery of a high-value EU-funded project 'Solutions to tackle energy poverty'. BEUC is the consortium leader. The project coordinator will be responsible for overseeing delivery of the multi-country project, supporting the project partners to reach the project objectives, and ensuring the project deliverables are submitted in a timely and professional manner. The position will report to the BEUC Energy Team Leader.

Key responsibilities and tasks:

- Act as the main point of contact for the EU Agency as well as for Consortium Partners on day-to-day project management-related matters;
- Coordinate project work as regards project objectives, milestones and deadlines;
- Control the project implementation and the delivery of project tasks;
- Prepare administrative and financial reporting;
- Organise project events (esp. kick-off meeting, Steering Committee meetings, conference);
- Support project outreach activities, publication and dissemination of project results to policy makers, media, national consumer organisations and other relevant stakeholders;
- Represent BEUC in public events and promote the project in relevant stakeholder groups;
- Update and/or create regular content for the project's web page and elsewhere.

The main qualifications we are looking for are:

- A university degree in the area of energy issues and/or EU affairs;
- 3-5 years relevant experience working in the energy or environment sector and successful project management experience. A formal project management qualification be an asset as well as experience with EU funded projects;
- First class writing skills and good presentation skills;
- Fluency in English is necessary, additional European languages are an asset;
- Excellent interpersonal, decision-making, coordination, organisational and negotiating skills and the ability to build trusted working relationships;
- Team spirit and ability to work effectively with dynamic and diverse partners;
- Capability to handle deadlines and ability to perform under pressure;
- Familiarity with web pages updating and writing;

- Previous experience within an international and multicultural environment is an asset;
- Good understanding of consumer issues and a commitment to advancing the interests of consumers in the energy and environment area. Work experience within membership organisation is an asset.

What we offer

- A multicultural working environment within an organisation dedicated to promoting the consumer interests;
- The opportunity to meet and work with consumer representatives and other experts from more than 30 European countries;
- A full-time contract with a competitive package (salary, fringe benefits and extra-legal paid leave).

Applications for the position should be sent **by 14 April 2019** by e-mail to **apply@beuc.eu** with subject line: **Energy Project Coordinator**.

Interviews will take place in Brussels on 18 April 2019.

Only short listed candidates will be contacted.

Your application should include the following documents (with your name of title):

1. **A short motivation letter**
2. **A detailed curriculum-vitae**
3. In a separate file, **answers to the following questions:**
 - Why would you like to work at BEUC?
 - Briefly explain the main reasons that motivate you to work at BEUC, using maximum 150 words.
 - Why should BEUC appoint you?
 - Tell us why you think we should appoint you rather than other candidates, using maximum 150 words.
 - What is, in your view, the most effective way to engage with consumers in or at risk of energy poverty?
 - Describe possible way(s) to engage with energy poor consumers, including related challenges and possible tools, using maximum 150 words.

Any incomplete application will be disregarded.

BEUC is an equal-opportunities employer.

Privacy policy: The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For shortlisted candidates, we routinely ask for their consent to keep their information for 6 months after the end of the selection process, in case other vacancies that could fit their profile open up.