

The Consumer Voice in Europe

Food and Health Policy Assistant

Full-time contract of 12 months

BEUC, The European Consumer Organisation is currently looking for a Brussels-based Policy Assistant, a junior role to support the Food, Health and Chemicals Safety Team.

The tasks of the position will include:

Under the supervision of the Head of Food, Health and Chemical Safety, the jobholder will contribute to the following activities:

- Assist in monitoring institutional developments (e.g. following debates in the European Parliament, prepare meetings with decision makers).
- Support the team in policy coordination and in providing top management with background analyses, briefings, speaking notes, speeches, and reports of visits and/or meetings.
- Liaise with BEUC members and assist with the drafting of materials to keep them updated on consumer issues and policy developments related to food and health matters.
- Monitor BEUC members' websites and publications on food and health topics to produce a quarterly newsletter for the network.
- More specifically, support BEUC Food, Health and Chemical Safety Team in their work on files related to food safety and labelling, food marketing to children, healthy and sustainable diets, medicines availability and affordability.
- Assist with the organisation of the annual meetings and more regular calls with the BEUC members (including note-taking and drafting minutes).
- Duties may evolve according to the development of the team and its activities, and the decisions of BEUC management.

The main qualifications we are looking for are:

- A University degree in public health, law, or politics.
- Relevant experience of 1+ year in a similar environment (NGO, EU institution, EU trade association, law firm).
- An interest in working on food and health policies.
- The ability to write and communicate well in English, knowledge of other EU languages would be an advantage.
- A working knowledge of the EU institutions and legislative process would be an advantage.
- A proven ability to understand, appreciate and explain the technical issues which arise in the sector of food and health.

- A proven interest in understanding, appreciating and articulating consumer interests in the food and health sector.
- Ability to work well with people from diverse backgrounds.
- Team player and well-organised.

What we offer:

- A multidisciplinary and multicultural working environment within an organisation dedicated to promoting consumer interests.
- A team of experienced consumer advocates who need your support to better convince EU stakeholders of their policy arguments.
- A full-time 12-month fixed-term contract with a competitive salary package (salary, fringe benefits, extra-legal paid leave, flexible working hours, partial homeworking) and the potential to be renewed.
- Salary range between 3.448€ and 4.113€ gross, depending on experience.

Applications for the position should be sent **by 30 March 2025** by e-mail to apply@beuc.eu with subject line: **Food and Health Policy Assistant**.

The first round of interviews will take place in the week of **07 April 2025**.
A second round of interviews will take place the week of **14 April 2025**.

Your application should include the following documents:

1. **A curriculum-vitae, with no photo.**

2. 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 250 words.]*
- Why should BEUC appoint you? *[Tell us why you think we should appoint you, using maximum 250 words.]*
- According to your analysis, what are the main challenges that consumers are facing in relation to food and medicines? *[Use maximum 250 words.]*

Only short-listed candidates will be contacted.

Any incomplete application will be disregarded.

BEUC is an equal opportunities employer. We encourage candidates of diverse backgrounds to apply. To avoid unconscious bias, CVs are anonymised during the selection process. Please do not include a photo in your CV.

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.