



Policy Manager – Job advertisement

November 2024

Based in Brussels, the Policy Manger manages and supervises the Policy and Research Unit at the European Liberal Forum. The Policy Manager directly reports to the Executive Director.

The function

The *Policy Manger*, with the support of the Executive Director is responsible for the Policy and Research of the European Liberal Forum which is the think tank and political foundation of the ALDE Party. This includes publishing our own research and policy work and coordinating the project work of our members so that all of ELF's research and policy work contribute to our Strategy and Strategic Vectors and contribute to liberal thought leadership in the European Union.

The profile

We are looking for an academic or policy and research expert with mid-level seniority who is creative and looking to grow within the organisation. Those with a commitment to liberal values and who have newly received doctorates or are in the late phases of their doctoral candidacy with some people and project management experience would be ideally suited.

The main tasks include:

1. **Research:** Conduct research on topics relevant to the organization's mission and objectives, with a focus on promoting liberal values, policies, and ideas across Europe.
2. **Policy:** Develop policy papers, briefings, and other materials that communicate the organization's positions on key issues.
3. **Monitor trends:** Monitor political and social trends in Europe and analyse their potential impact on the organization's activities and priorities.
4. **Stakeholder engagement:** Build and maintain relationships with stakeholders and member organisations, including MEPs, APAs, Political Advisors of the Renew Europe Group, Political Advisors of the ALDE Party and their member parties, academics, think tanks, private sector and civil society organizations, to inform the organization's policy positions and advocacy efforts.
5. **Coordinating and project management:** helping Member Organisations with their policy and research outputs including contributing to the project selection cycle to ensure overall coherence and balance in the portfolio of annual projects in line with ELF's Strategy and Strategic Vectors. Coordinating publication and other dissemination activities with the Communications and Project Units.
6. **Drafting and editing:** Draft and edit articles, papers, studies, and other policy and research outputs to raise awareness of the organization's activities and policy positions. The Policy Manager, operating under the direction of the Executive Director, has the responsibility of coordinating projects within the Policy and Research Unit, overseeing the research project lifecycle and reviewing the policy and research work in the projects of our Member Organisations to ensure that they are coherent with the overall strategy and policy of the organisation.



7. **Representation:** Represent the organization at meetings, conferences, and other international events. Engage in public speaking and media appearances on behalf of and to promote the organization's message and influence policy debates.
8. **Managing fellows:** Recruit and manage annual fellowships of doctoral or academic fellows who will do rotating fellowships as interns in the organisation. Each fellow should have their own development and performance plan, publish articles and other academic works and grow under your mentorship.
9. **Developing and Maintaining Relations with ELF Senior Fellows** - Maintain and expand the *ELF Senior Fellows* network. Responsibilities include managing relations with current fellows, fostering collaboration, and integrating their expertise into ELF's broader strategy. Attract new fellows to enhance ELF's thought leadership and research capabilities.

Professional Qualifications

- At least a Master's degree in a field related to ELF's strategic vectors ie technology, computer science, European law, European studies, foreign relations etc. Doctorate or doctoral candidacy would be an asset.
- Experience in academia with a body of published peer-reviewed work.
- Fluent in English. Other languages an asset.
- Proven experience of at least 3 years in a management role. Experience developing junior colleagues and interns an asset.
- Excellent organising abilities. Great attention to detail and analytical mind.
- Outgoing personality who enjoys building a network and working in a team.
- Links to liberal political organisations or demonstrably commitment to liberal values.
- Experience in NGO sector an asset.

Our offer

ELF is offering a full-time position on a permanent contract with extra-legal benefits under Belgian labour law with a competitive negotiable salary, depending on experience in line with our salary scale of 4100- 4200 Euros which represents the beginning of the salary scale for Managers at ELF.

Ideal starting date: beginning of December.

To apply

Send a CV and cover letter to our recruitee system by 18 November:

Interviews will take place on 22 November.