

(JUNIOR) CONSULTANTS IN CO-CREATION & STAKEHOLDER ENGAGEMENT

- Full-time positions, part-time positions, short-time assignments
- Location: Berlin (Germany) or Brussels (Belgium)
- Requested experience: From first professional experience up to five years of professional experience
- Starting date: asap
- Apply quickly - rolling evaluation as applications come in

Focus

PI searches for (junior) consultants with first professional experience up to 5 years of professional experience and a background in co-creation & stakeholder engagement. The focus of work will be in top level international projects (including EU Horizon research projects) on societally relevant issues in various fields (e.g., circular economy, forestry, energy, food safety, etc.).

The tasks include contributing to the design, preparation and facilitation of co-creation/stakeholder engagement processes with diverse stakeholders (from government, business, research to civil society and citizens), also using digital formats, as well as project coordination and documenting engagement outputs.

Project work will include short-term assignments to work in multi-year projects, with excellent partners from across the continent. We are looking for colleagues with passion for dialogue and facilitation, with strong analytical, research and logistical skills, and with the ability to work on complex issues to join our multi-national team in Berlin (Germany) or Brussels (Belgium).

The tasks

- General tasks and project coordination
 - Project coordination and support to it, project planning, organisation and implementation of projects and processes, preparing deliverables and meeting deadlines
 - Participation in meetings and events across Europe (in person and digitally)
 - Support for proposals and offers, supporting the financial income stream
- Strategy and co-creation
 - Contribute to the development of stakeholder engagement strategies and action plans, as well as to accompanying analysis
 - Coordinate the development of strategies for engagement of specific stakeholder groups, as well as the design of these engagement activities
 - Contribute to facilitating engagement processes, including multi-stakeholder, analog, digital and hybrid ones
- Analysis, assessment, reports

- Perform research, assessments & analysis for co-creation processes
- Perform analysis of co-creation processes and outcomes
- Drafting and reviewing reports, documentation, articles, papers, publications in excellent English and, as applicable, other languages

You are / have

- Degree, expertise
 - An adequate academic qualification (minimum: Master's degree) in a relevant field
 - Knowledge in the area of stakeholder engagement with an eye on strategy development and analysis, co-creation, stakeholder dialogue
 - Ideally first experience in facilitation and organisation of workshops, events and stakeholder processes
 - Background in socio-economic assessment / research or strategy development & foresight an asset
- Experience, interests
 - First professional experience up to 5 years of professional experience
 - Interested in dialogue processes, engagement of stakeholders and citizens, also in advanced content, research and technical fields
 - Interested in short to long term projects covering a variety of topics including sustainability, research and innovation
- Skills and attitudes
 - Skills in stakeholder engagement and co-creation
 - Aptitude to implement short- and long-term consultancy projects
 - Professional, open-minded and pro-active, respectful and user-/customer-friendly attitude
 - Openness to different perspectives
 - A team player and able to work independently
 - Strong writing skills
 - Strong organizational and project management skills
 - Experience in handling digital tools for participatory formats an asset
- Location, language & travel
 - Willing to work in Berlin or Brussels
 - Willingness to work at the PI office in question (majority of the time), from home (regularly) and on event locations (frequently)
 - Willing to travel frequently, also internationally, between 1 day and several days per month
 - Languages: an excellent native or near native command of English; other languages are a strong asset, specifically French, German, Nordic and other languages
 - Familiarity with the context and environment of EU funded projects is an asset

We offer

- The opportunity for meaningful contribution to addressing society's challenges
- Inclusion in international, high-level projects with top-level partners and clients
- A salary package in line with position and experience

- Opportunities to participate in the development of a growing organization
- An innovative, inspiring, and positive work environment with an open team culture
- A combination of content- and engagement-oriented work and of team- and self-guided work

We are

- A highly professional, internationally recognized and growing non-for-profit organization, financed by projects from a variety of sources (public and private)
- Contributing to key topics *with society - for society*
- With a multi-disciplinary and multi-cultural team in different locations in Europe
- Working with top level partners across Europe and beyond
- Headquartered in Brussels, Belgium, with an international network and reach; more at www.prospex-institute.org

Are you interested?

Then please fill in your online application in English accessing the following link:

<https://www.prospex-institute.org/juniors-and-consultants>

IMPORTANT: Your application needs to be complete and include:

- The filled in application form
- Your motivation letter (one-page letter)
- Your updated CV (with biographical data)
- Letter of recommendation from previous supervisors (as available)
- Examples of your work as appropriate

We look forward to hearing from you!