



with society – for society

SUPPORTING RESEARCHER

Fulltime position in Brussels

Starting position, 6-months contract; minimum: Master's Degree

Starting date: January 2023

Prospex Institute searches for supporting researchers for its stakeholder engagement work in a variety of international projects in research and other fields, such as (indicative and not limited to) EXCESS, SUPERB, Bioplastics Europe, CIMPA, ABSolEU, WaterLANDS, etc. The new colleague will join our multi-national team in Brussels (Belgium).

WE ARE

- A highly professional, internationally recognised and growing non-for-profit organization
- 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 teams in Berlin and Ljubljana and with an international network and reach
- More at www.prospex-institute.org

YOUR PROFILE

Degree, expertise

- An adequate academic qualification (minimum: Master's degree) in a relevant field
- Knowledge in the area of stakeholder dialogue, participatory, co-creative processes

Experience, interests

- First professional experience in internship an asset – yet not required
- Interested in dialogue processes and engagement of citizens and stakeholders, also in advanced content, research and technical fields
- Interested in a variety of areas and topics including sustainability, research and innovation, energy, health and others

Skills and attitudes

- Very good organizational skills
- Very good skills for research, writing and reporting, content development in diverse electronic and other forms
- Proficiency in handling digital tools
- Aptitude to support short- and long-term consultancy projects
- A team player and able to work independently
- Open-minded, professional, pro-active, respectful and user-friendly attitude

Location, language & travel

- Familiarity with the context and environment of the office in Brussels an asset
- An excellent native or near native command of English; an excellent command of one or several other language/s an important asset
- Willing to travel frequently, also internationally, between 1 day and several days per month (COVID-19 situation allowing)

TASKS

- Support stakeholder engagement, dialogue and related processes, such as interviews, in-person, hybrid or online events and tools, also logistically
- Support junior and other consultants through research
- Help draft written reports and documents in flawless English and, as applicable, in other languages
- Support stakeholder mapping, identifying stakeholder groups mindful of concerns regarding diversity and inclusivity
- Support documentation of projects, and the preparation of presentations
- Support coordination of projects and execute a variety of stakeholder engagement assignments under the supervision of a more senior consultant and in close collaboration with other team members
- As applicable: participation in project meetings and events across Europe (COVID-19 situation allowing)

WE OFFER

- The opportunity for meaningful contribution to addressing society's challenges
- Inclusion in international, high-level projects
- A salary package in line with this starting position
- Opportunities to participate in the development of a fast-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

ARE YOU INTERESTED?

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

<https://www.prospex-institute.org/supporting-researcher-2023>

IMPORTANT: Your application needs to be complete and include:

- Your motivation letter (one-page letter)
- Your updated CV (complete with biographical data)
- Copies of diplomas and certificates
- Relevant requests
- At least 1 reference with contact details
- Examples of your work as appropriate

We look forward to hearing from you!