



with society – for society

SENIOR CONSULTANT / GENERAL CONSULTANT IN STAKEHOLDER ENGAGEMENT & CO-CREATION

Fulltime to parttime positions in Brussels, Berlin or Ljubljana
Relevant professional experience 5-10 years (General), 10-15 years (Senior)
Varying starting dates

Open invitation to apply for current and future job openings at Prospex Institute vzw

Prospex Institute is looking for experienced consultants with a background in stakeholder engagement, facilitation, co-creation, participatory processes and related methods (e.g., design thinking). The tasks comprise developing strategies and designs for, facilitating and managing/leading the implementation of stakeholder engagement in international projects from EU Horizon research & innovation projects to shorter term consultancy in various fields (e.g., biodiversity restoration, circular economy, energy, health, materials). We are looking for colleagues with passion for dialogue, participatory and co-creative processes and with the ability to work on complex issues to join our multi-national team in ONE of the following locations: Brussels (Belgium), Berlin (Germany) or Ljubljana (Slovenia).

Prospex Institute has recurrent positions opening in this field. Your application will be considered for current and, upon your agreement, for future open positions.

WE ARE

- A highly professional, internationally recognized and growing non-for-profit organization
- Contributing to key topics *with society – for society*
- A multi-disciplinary and multi-cultural team
- 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
- Expertise in dialogue, participatory and co-creative processes
- Asset: background in one of the following fields: (a) Socio-economic assessment / research; (b) Strategy development & foresight

Experience, interests

- Five to eight years (general consultant) or ten to fifteen years (senior consultant) of relevant professional experience
- Passionate about dialogue processes and engagement of citizens and stakeholders, also in advanced content, research and technical fields
- Interest in working with science, academia, research and innovation
- Interested in short to long term projects and consultancy covering a variety of topics including sustainability, research and innovation

Skills and attitudes

- Excellent skills in designing processes and in building rapport with diverse groups and personalities
- Excellent analytical skills combined with very good organizational and project management skills
- Ability to manage / guide small teams and cooperating with a broad set of partners in implementing projects
- Experience in working with digital tools for participatory formats
- A team player and able to work independently
- Professional, open-minded and pro-active, respectful and user-/customer-friendly attitude

Location, language & travel

- Willing to work at ONE of the following locations: Brussels, Berlin or Ljubljana
- Languages: for all locations an excellent native or near native command of English
 - Additionally for Brussels: an excellent command of one or several other language/s an important asset
 - Additionally for Berlin: a very good command of German; additional languages an important asset
 - Additionally for Ljubljana: an excellent command of Slovenian; additional languages (also from the South-East Europe region) an important asset
- Familiar with the context and environment in the location in question
- Willing to travel frequently, also internationally, between 1 day and several days per month (COVID-19 situation allowing)

TASKS

General and project coordination

- Contribute to projects through engagement of diverse stakeholders (from government, business, research to civil society and citizens) on societally relevant issues in Europe and beyond
- Project leadership / project management, project planning, implementation of projects and processes in short to long term projects and consultancy, ensuring the creation of deliverables for meeting deadlines, guiding more junior consultants and contributors in their activities
- Participation in meetings and events across Europe (COVID-19 situation allowing)

Participatory processes, dialogue, co-creation, mapping and networking

- Develop and contribute to strategies and action plans on how to engage specific stakeholder groups
- Design participatory processes
- Facilitate engagement processes, including multi-stakeholder, analog, digital and hybrid ones
- Lead and manage the identification of stakeholder groups, stakeholder mapping, mindful of concerns for diversity and inclusivity
- Build alliance, perform networking, and proposal development

Analysis, assessment, reports

- Lead/manage research & assessment on a variety of topics and work them into materials usable in stakeholder and citizen engagement
- Lead/manage Analysis of engagement processes and outcomes
- Devising and reviewing reports, documentation, articles, papers, publications in excellent English and, as applicable, other languages

WE OFFER

- Contributing to key topics *with society – for society*
- Work in international, high-level projects and with top level partners across Europe and beyond
- A salary package in line with position and experience
- 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/general-consultants-and-senior-consultants>

IMPORTANT: Your application needs to be complete and include:

- Your motivation letter (one-page letter)
- Your updated CV (complete with biographical data)
- An indication of the location you are interested in (Brussels and/or Berlin and/or Ljubljana)
- Copies of diplomas and certificates
- Relevant requests
- A minimum of 2 references with contact details
- Examples of your work as appropriate

We look forward to hearing from you!