



with society – for society

CONSULTANT

Strategy & co-creation

New vacancy
September 2021

Practical information

- **Full-time** position
- **Location:** Brussels (Belgium)
- **Starting date:** between November 2021 and January 2022
- **Minimum:** 3 to 5 years of professional experience
- **Apply quickly:** rolling evaluation as applications come in

FOCUS

Prospex Institute searches for a Consultant with 3 to 5 years of professional experience and a background in strategy development, strategic analysis and co-creation & stakeholder engagement. The focus of work will be in international projects (including EU Horizon research projects) on societally relevant issues in various fields (e.g., biodiversity restoration, circular economy, energy, food safety). The tasks include contributing to strategy development and analysis, design, preparation, facilitation of strategy and co-creation/stakeholder engagement processes with diverse stakeholders (from government, business, research to civil society and citizens), also using electronic formats, as well as project coordination. We are looking for a colleague with passion for dialogue and strategy and with the ability to work on complex issues to join our multi-national team in Brussels (Belgium).

TASKS

Strategy and co-creation

- Contribute to the development of strategies and action plans, as well as to accompanying analysis
- Contribute to the development of strategies for engagement of specific stakeholder groups, as well as to the design of these engagement activities
- Contribute to facilitating engagement processes, including multi-stakeholder, analog, digital and hybrid ones

General tasks and project coordination

- Project coordination, project planning, organisation and implementation of projects and processes, preparing deliverables and meeting deadlines, guiding more junior consultants and contributors in their activities
- Participation in meetings and events across Europe (COVID-19 situation allowing)

Networking, mapping

- Contribute to alliance building, networking, and proposal development
- Identify stakeholder groups and perform stakeholder mapping, mindful of concerns for diversity and inclusivity

Analysis, assessment, reports

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

YOUR PROFILE

Degree, expertise

- An adequate academic qualification (minimum: Master's degree) in a relevant field
- Knowledge in the area of strategy development and analysis, co-creation, stakeholder dialogue
- Background in socio-economic assessment / research or strategy development & foresight an asset

Experience, interests

- 3 to 5 years of professional experience
- Interested in strategic processes and dialogue, 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

- Strong skills in strategy development and supporting analysis
- 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
- A team player and able to work independently
- Strong writing skills
- Experience in handling digital tools for participatory formats an asset
- Strong organizational and project management skills

Location, language & travel

- Willing to work in Brussels
- Languages: an excellent native or near native command of English; other languages strong asset
- Familiar with the context and environment in Brussels and Belgium an asset
- Willing to travel frequently, also internationally, between 1 day and several days per month (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 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

WE ARE

- A highly professional, internationally recognized 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 an international network and reach; more at www.prospex-institute.org

ARE YOU INTERESTED?

Then please fill in your application in English accessing the following link: <https://www.prospex-institute.org/consultant>

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)
- Copies of diplomas and certificates
- Your expected brut remuneration as well as other relevant requests
- A minimum of 2 references with contact details
- Examples of your work as appropriate

We look forward to hearing from you!