



Brussels, 21 December 2022

Open Vacancy

Project Officer

AGE Platform Europe (AGE) is looking for an experienced project officer to coordinate and implement AGE's inputs in selected European projects.

Are you interested in ageing issues and passionate about equality, human rights, social justice? Join our dynamic international team and link older people and research by ensuring their voices are heard in EU-funded projects, as well as by sharing project results with the community of older people and the general public.

The organisation

Bringing 110 organisations *of* and *for* older people, AGE mission is to combat ageism, promote human rights throughout the life course, reduce inequalities and enable everyone to live a full and dignified life. To do so, we empower older people to get involved in debates on ageing and to impact policy making toward inclusive societies for all ages:

“We are the experts of our own lives. Our community is extremely diverse, but our difference is our strength when we speak together. As self-advocates, we have the potential to contribute expertise, skills and experience that enrich our societies and make them more just, inclusive and prosperous.”

To know more about our vision, mission, core values and principles, and advocacy goals, see [AGE internal strategy 2022-2025](#).

Job description

As part of the AGE secretariat team, you will coordinate and implement AGE's work on selected Horizon Europe projects, of which our Platform is a partner. More specifically, you will work on four projects (e-VITA, InAdvance, Urbanage and Valuecare), supporting your four AGE project colleagues in the overall implementation of the projects fulfilling the projects' contractual obligations and sharing AGE's messages with projects' partners and stakeholders.



AGE Platform Europe | A society for ALL ages
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Job title:	Project Officer
Reports to:	AGE Secretary General and Project Manager
Purpose of job:	Implement selected research projects' activities
Location:	AGE's office in Brussels, Belgium
Contract:	Full-time position until end of December 2023 (possibility of extension to unlimited contract)
Salary:	Range of 2.800 Euro – 3.200 Euro (monthly gross) depending on candidate's profile and experience
Benefits package:	Paid holiday (20 days/year) – in accordance with Belgian law, 13 th month and holiday allowance on pro rata basis, lunch vouchers, local transport or bike allowance, telework allowance.

Responsibilities

Together with project colleagues, you will implement AGE's project activities, and specifically:

- Support the drafting of policy recommendations based on project results and AGE's internal expertise.
- Co-organise and host public events in Brussels, involving European policy makers and stakeholders.
- Consult with AGE members to gather feedback and input through meetings, surveys etc.
- Carry out communication and dissemination activities including drafting content, create newsletters and provide social media messages.
- Support the awareness raising on ageing issues towards multiple stakeholders (policy content feeding projects' partners).
- Support the administrative and reporting tasks associated with the projects' implementation.

Person specification

Knowledge/Skills/Abilities

Essential

- Excellent written and oral communication skills to interact with diverse groups and individuals
- Analytical skills and ability to process information on a wide variety of issues and to communicate in plain language

- Excellent command of English
- Ability to manage a complex workload, to plan and prioritise
- Ability to be self-supporting, working in autonomy and pro-active
- Ability to work in a small, engaged and committed, multilingual team
- Very good networking abilities

Desirable

- Knowledge of European project management
- Knowledge of ageing issues, age discrimination and ageism
- Command of additional EU languages

Experience

Desirable

- Previous experience on Horizon2020 research activities
- Previous experience in NGO sector and in the fields of social/ageing/human rights policies

How to apply

Application must be sent to **Ilenia Gheno**, Research Project Manager at ilenia.gheno@age-platform.eu with the subject 'Project Officer 2023' and include:

- CV – preferably Europass format
- Motivation letter – max 500 words
- Laid-out communication brief (max. 400 words) on “Challenges to ageing well”

Deadline for applications is Monday 23 January 2023 at 23h59 CET

- To ensure equal treatment of applications, telephone calls and e-mails are not permitted. Only candidates shortlisted for interviews will be contacted.
- Interviews will take place between January 30th and February 3rd 2023 (either online or in person).
- Starting date: As soon as possible.

AGE is an equal opportunity employer



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