Job opening: Full Time Project Manager & Policy Officer

1. Overview of role

The Club of Rome International Secretariat is looking for a dynamic and highly motivated Project Manager & Policy Officer to manage a series of projects, with a particular focus on the Climate & Planetary Emergency Impact Hub and relations with the European Institutions. The role involves undertaking European and international policy monitoring and analysis, writing position papers and managing relationships with partners of relevance to all of the Club of Rome’s thematic areas of work.

Key responsibilities:

- Initiate and run projects within the Climate & Planetary Emergency Hub, managing the process of funding, partnerships, outcomes and output, and evaluation
- Draft policy briefings, funding proposals, conference materials, presentations, annual reports, official correspondence, educational materials and other products as required, in collaboration with the Program Manager
- Devise work plans and strategy documents for the Impact Hub which identify the outcomes and outputs required to achieve the Club’s guiding mission objectives
- Identify important initiatives and events in which the Club of Rome should be involved as well as potential partnerships with other organisations
- Support the organisation of workshops, roundtable discussions, conferences and other events related to projects within the Impact Hub
- Assist the Treasurer and Office Manager in maintaining financial records and accounts and support budget preparations for specific projects within the Impact Hub
- Support the Office Manager in information and database development and administration
- Support internal and external communication, as required
- Other tasks as required, including supporting the Co-Presidents in undertaking their work on behalf of the Club

2. Your profile

- Master’s degree in International Affairs, Political Science, Economics, Environmental Sciences, Natural Sciences, Business Management or similar.
- Fluency in written and spoken English and knowledge of another European language
- Profound interest in global issues of relevance to the Club of Rome, particularly climate change and biodiversity loss.
- 2-3 years’ experience in project coordination and management and policy monitoring and analysis
- Knowledge of and belief in guiding vision and objectives of The Club of Rome
- Excellent organisation and time management skills
- Basic computer literacy
- Familiarity with EU policy frameworks and decision-making procedures; knowledge of EU and international climate, energy, biodiversity and sustainability policy.

3. **Employment conditions**

- This is a full-time position under Belgian law with an initial 1-year contract and competitive salary
- We offer a friendly, open-minded, and creative working atmosphere within a small team working in different locations
- The position will be located in the Club’s Brussels office with some remote working possible, and travel to its HQ in Winterthur, Switzerland

4. **How to apply**

Send the following documents to [jobs@clubofrome.org](mailto:jobs@clubofrome.org) indicating the post you are applying for:

1. Motivation letter (max. 2 pages) including salary expectations
2. CV
3. Contact details for two referees and your relationship to them

**Application deadline**: Monday 29th March 2020 (23.59 CET)

**Starting date**: As soon as possible

The first round of interviews will be conducted via Skype. Successful candidates will be invited to a personal interview, either face-to-face or virtually, depending on the restrictions as a result of the Covid-19 pandemic.

For more information: [https://www.clubofrome.org](https://www.clubofrome.org)

5. **The Club of Rome**

The Club of Rome was created to address the multiple crises facing humanity and the planet. Drawing on the unique, collective know-how of our 100 members – notable scientists, economists, business leaders and former politicians – we seek to define comprehensive solutions to the complex, interconnected challenges of our world.

The Club of Rome’s convening power and wealth of thought leadership endow it with a catalytic role in accelerating our emergence from emergency. Through its five Impact Hubs, it seeks to stimulate robust and visionary conversations on the complex interconnected challenges facing humanity, and advocate for concrete outcomes to address them.