

Vacancy Notice – Senior Policy & Project Coordinator

*The Academic Cooperation Association (ACA) is searching for a dynamic, innovative and highly-motivated **Senior Policy & Project Coordinator**, to join its vibrant Brussels-based Secretariat (team of six) for a stage of new strategic development and organisational enhancement.*

Job description

The **Senior Policy & Project Coordinator** position encompasses a *melange* of responsibilities, namely:

- Support in coordinating the policy, members' engagement and project work of the ACA Secretariat.
- Specific coordination of engagement and support activities with and for the ACA members (e.g. working groups, consultation processes, etc.).
- Coordination of/and regular grant-writing, with a view to securing project funding for the association.
- Representation of the association vis-à-vis policy-makers, in expert groups and in various international fora and events (as a speaker, panellist, moderator, etc.), often at a high-level.
- Drafting of policy and position papers to support the association's advocacy work.
- Support in carrying out applied research on the internationalisation of higher education and in the production of related publications.
- Event planning and training activities.

Although the Secretariat is based in Brussels, the position requires frequent international travel in Europe and beyond.

Background, qualifications and skills

- Minimum 8 years of experience in (international) higher education cooperation.
- Very good knowledge of the European and EU higher education landscape, as well as of global trends.
- Proven ability to successfully write grant and project applications and secure related funding (e.g. in Erasmus+, Horizon 2020, ESF, national or regional funding sources, etc.).
- Extensive project management experience, in running teams of different sizes.
- Regular representation (as a speaker, panellist, or moderator) at international events.
- Demonstrable advocacy activities (representation vis-à-vis policy-makers, drafting of policy and position papers, etc.).
- Track record in applied research and/or policy analysis in areas of international higher education.
- English language proficiency at native-speaker level. Knowledge of additional European languages is an advantage.
- Very strong presentation, negotiation and communication skills, proactive, critically-constructive and goal-oriented attitude.
- Exceptional interpersonal skills and the ability to fit in a multinational team of highly-capable professionals.

Additionally valued

- Experience in emerging areas related to international (higher) education: e.g. digitalisation, service to society, or environmental aspects applied to international higher education (e.g. 'green mobility'), etc.
- Previous work with or for national-level internationalisation agencies (including Erasmus+ national agencies for higher education).
- Experience in membership engagement activities, and/or in association management.
- Training experience of (international) higher education professionals and/or in academia.



What ACA offers

The Association offers an initial one-year contract under Belgian law, with the possibility of extension, and an attractive remuneration package, including lunch and eco vouchers, a holiday allowance and an end of the year bonus ('13th salary').

The ACA Secretariat has a dynamic and multinational team of six, coming from different European countries and Asia, working in a lively, collegial atmosphere, with good humour, and guided by the highest professional standards. The Secretariat is very well-linked to other stakeholder organisations, policy-makers at different levels and higher education institutions and research centres, the day-to-day work involving collaboration with some of the top professionals and researchers in our field.

How to apply

The application should consist of the following **three elements**:

- A **Curriculum Vitae** or **resumé**, highlighting main professional *achievements*, in line with the job profile.
- A **motivation letter/statement**, containing also a brief outline of the applicant's **vision** on ACA's policy, advocacy and project activities, and an indication of **salary expectations**, expressed as *gross salary/month in Euro*.
- Names and contact details of **two referees**.

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis.

The application documents should be sent via email to current Deputy Director (and Director-designate), Ms **Irina Ferencz**, at irina.ferencz@aca-secretariat.be.

Only applicants meeting all the requirements will be considered for an interview.

Application deadline: 31 July 2020

Interviews (indicative timing): 19 – 21 August or 24 – 26 August 2020 (depending on availability)

Envisaged start time: 1 October 2020

About ACA

The Academic Cooperation Association (ACA) is a leading Brussels-based stakeholder organisation supporting research, innovative practice-development and smart policy-making in international higher education. ACA has a dual identity, being both an influential think tank – exploring and researching multiple facets of internationalisation in higher education – as well as a strong member-driven association.

As a member-driven platform, ACA provides a shared voice to national agencies for the internationalisation of higher education (many of them also Erasmus+ national agencies), being a unique type of organisation in the world. Within ACA, the members enhance their capacities and join forces in supporting, 'doing' and influencing the development of future-oriented, top-quality internationalisation. As a brain-trust, with a sound track record in conducting applied research and providing – through its active members, as well as its very knowledgeable and well-linked Secretariat – ACA provides expert advice on key developments in international higher education to HEIs, governments and supra-national organisations.

The association's **current strategic ambitions (2017 – 2021)** are articulated along 5 strategic lines:

1. Boost ACA's role of strategic partner and adviser of the European Commission, European Parliament and national governments in matters of international higher education.
2. Strengthen ACA's membership base and representation, by consolidating ACA's current membership through a series of enhanced collaborative activities; and by widening the formal, full membership base within Europe, primarily to parts of Europe and countries not yet represented in ACA.
3. Enhance ACA's knowledge-production and policy-oriented research work in key areas of international education for the ACA members and the wider higher education community.
4. Diversify outreach and visibility activities via new online presence, key partnerships and new forms of association and collaboration.
5. Secure the financial viability of the association, by identifying new revenue streams and a revised funding model.

Further information about the association is available on the [ACA website](#). In the application period ACA will be transitioning to a new website. For any further information about the association in the context of this application, please contact Ms Irina Ferencz.