

Senior Policy Officer

About Positive Money Europe

Positive Money is a think tank and campaign organisation that works to reimagine our money and banking system for the benefit of all and our planet. We are part of a growing and collective force for economic systems change. We have been working in the UK since 2010, Brussels since 2019 and the US since 2021. Our mission is to reform money and banking to build a *fair, democratic* and *sustainable* economy. To achieve this we produce groundbreaking research and policy, penetrate the media, influence politicians, and inform and mobilise the public behind people-powered campaigns.

About the role:

Together with our director and junior policy officer, the Senior Policy Officer will be in charge of maintaining and developing our engagement with MEPs, the European Commission, Member State representatives, partner NGOs and other key stakeholders, with the purpose of getting our policy demands reflected in policy decisions. You will keep them informed and strengthen our cooperation with them, including by arranging meetings and public events, talking to journalists, writing blogs, and disseminating our publications. You will quickly become a leader of the policy team and shape its strategy and oversee the work programme execution.

About you:

You are an enthusiastic networker and enjoy building relationships with a large number of people. You know how to monitor policies and craft strategies to make change happen inside the EU institutions, while understanding the necessity to combine inside lobbying with outside communication and mobilisation strategies. You are capable of coordinating different projects at the same time, solving problems, stepping in when needed, being hands-on, managing junior staff and enabling others to work with each other effectively.

Positive Money Europe operates with a small team, so you will be able to multitask, juggling different projects simultaneously, while always keeping your focus on how to maximise our impact. Our work can be technical, so you'll enjoy tailoring messages into fine-tuned policy briefings.

Key responsibilities and main tasks

- Lead on reaching out to MEPs and EU institutions officials, journalists and other influencers, and maintain long-term relationships with them
- Lead on the strategy and execution of the influencing programme of Positive Money Europe, including the facilitation of weekly meetings, execution of budget and supervision of junior staff
- Represent Positive Money Europe in lobbying meetings, seminars and other external events
- Make sure we identify and seize opportunities to influence relevant national level bodies and supervise advocacy interventions with staff and/or national partners.

- Write or coordinate blog posts, policy briefings, memos and op-eds, often in coordination with the research team
- Work with the team and consultants to develop and implement our media strategy (crafting media tactics and messaging, drafting press statements, handling direct relationships with journalists)
- Support the mobilisation team with social media management (in particular Twitter and LinkedIn)

The Senior Policy Officer will report to the Executive Director.

Person Specification

Essential experience and skills

- At least 3-5 years of experience in legislative work, either as a civil society / industry lobbyist or a parliamentary or EU institution role (eg. ECON committee, DG FISMA or ECFIN are highly desirable)
- Knowledge of EU economic or financial or banking or fiscal or monetary affairs
- Excellent English verbal and written communication skills
- Very strong policy skills, ideally with expertise in public affairs
- Management of staff/interns
- The ability to absorb and process information quickly in order to develop knowledge, including in new/unfamiliar areas of work
- The ability to take the initiative, identify challenges and propose workable, engaging solutions
- The ability to work in time-pressured situations and to meet deadlines
- A commitment to Positive Money's mission, [values and working principles](#).

Desirable skills

- In addition to English, mastering two European languages (German would be strongly appreciated)
- Use and management of a CRM system (CiviCRM)
- Experience in civil society and/or campaigning
- Experience in organising offline and/or online events
- Meeting facilitation skills
- Experience in copy/writing/editing articles
- Media relations

Our offer includes

The opportunity to join a vibrant influencing team, and play an important role in a small but growing organisation that has a real impact on the European money system debate and that is part of a global network of system change actors.

Contract: The role is for an indeterminate contract (Belgian “contrat à durée indéterminée”) with a 6-month evaluation period.

Start date: February 2023, with flexibility

Salary: €37 000 - 44 000 gross annual salary (full-time starting salary), depending on experience level. Automatic indexation of gross salary to cater for inflation.

Benefits: (pro rata if working less than full time hours)

- Pension scheme of 4.5% of gross annual salary
- Meal vouchers, which can be spent in supermarkets & most restaurants, of €118/month
- Transportation costs of €49/month
- Flexible home office policy and a €60/month telework allowance

Holidays: 5 extra legal holidays on top of the 20 statutory holidays for the first year of employment, which can be increased subject to performance

Hours: Full time (38 hours per week, 5 days). Requests for flexible working hours will be considered. The post holder will be expected to work the occasional evening or weekend for time off in lieu.

Location: The role is based at Positive Money Europe's office at Rue Ducale 67, 1000, Brussels, but there will be occasional opportunities to work from abroad.

Application Process

Please fill in the application form [available here](#) (*) and send it by email to info@positivemoney.eu

(If the form does not download by clicking on the link above, try right-clicking the link and "save as" or "save link as". Or you can copy and paste the following link in a new browser window:*

http://www.positivemoney.eu/wp-content/uploads/2022/11/Application-form_Senior-Policy-Officer.docx

In case that doesn't work either, please get in touch - info@positivemoney.eu)

Closing date for applications: Monday January 9th 2023 at 9:00 CET

Interviews will commence the week of January 15th 2023

Interviews can take place in our office or online if required.

Positive Money is committed to providing equal opportunities for everyone regardless of their background. We welcome applications from everyone irrespective of gender, sexual orientation, disability and ethnicity but, as women and Black, Asian and minority ethnic people are currently under-represented within the Positive Money network, we would encourage applications from members of these groups.

Please note that to be considered for this post you must be legally eligible to work in EU / Belgium.