info@ace-cae.eu
ace-cae.eu

WE ARE HIRING — Junior Policy Officer

Location: Brussels, Belgium
Organisation: Architects' Council of Europe (ACE)

Contract: CDI, Full time (38h/week)

About us

The Architects' Council of Europe (ACE) is the representative organisation for the architectural profession at European level. ACE advocates for the interests of architects in EU policymaking and works to promote high-quality architecture, a sustainable built environment and the value of the architectural profession across Europe.

This is an opportunity for a motivated, organised and proactive professional to contribute to EU policy and advocacy activities while supporting the organisation's work and engagement with European institutions and stakeholders.

Your role

Working closely with the Secretary General, Senior Policy Officer and ACE Presidency, you will monitor and analyse EU policies affecting the architectural profession, contribute to advocacy initiatives, and coordinate policy-related activities and working groups.

The role also includes hands-on organisational responsibilities, with approximately 30% of your time dedicated to supporting the ACE President, including managing the President's agenda, coordinating external engagements, and arranging travel and accommodation. This proportion may vary depending on the Presidency's activities and organisational priorities.

Key responsibilities

EU Policy Monitoring & Analysis

- Monitor and analyse EU legislative and non-legislative developments relevant to the architectural profession.
- Research EU policy initiatives and prepare concise briefings, summaries and background documents.
- Identify emerging policy issues and assess their potential implications for the profession.
- Contribute to the preparation of policy positions, reports and consultation responses.
- Support the implementation of annual and multi-annual policy work programmes.

Advocacy & External Relations

- Support ACE's advocacy activities and engagement with EU institutions and relevant stakeholders.
- Assist in preparing policy presentations, speeches, position papers and advocacy materials.
- Attend external meetings and events, including meetings with EU officials, as required.
- Liaise with professional organisations, European networks and other stakeholders in the construction sector.
- Maintain effective professional contacts and ensure timely follow-up on meetings and commitments.

Coordination & Organisational Support

- Coordinate ACE policy working groups and related activities, inform the groups about latest policy developments, acting as a key contact and cooperate with the working group members who are experts delegated by the ACE Member Organisations, gathering contributions from ACE Member Organisations and external partners, tracking progress and ensuring timely follow-up on agreed actions.
- Organise and coordinate working group meetings, including scheduling, invitations, agendas, documentation, meeting notes and follow-up on decisions and action points.
- Manage the President's agenda and appointments, including scheduling and confirming meetings, coordinating invitations and external engagements, and arranging travel, transport and accommodation bookings.
- Ensure effective communication and coordination between the Presidency, Secretary General, working groups and external stakeholders.
- Monitor deadlines, deliverables and ongoing activities to ensure timely implementation.
- Contribute to the organisation of statutory meetings, events and other Secretariat activities.
- Take responsibility for assigned projects, from initial planning to implementation and follow-up.

Your profile

Education & Experience

- Master's degree in Public Policy, European Studies, Political Science, International Relations or a related field.
- At least 1 year of relevant professional experience, preferably in EU affairs, policy coordination or an international organisation.
- An understanding of EU institutions and European policy developments.

Digital & Technical Skills

- Excellent command of Microsoft Office (Word, PowerPoint etc).
- Confidence using digital collaboration and meeting tools, including Zoom, Dropbox and similar platforms.
- Familiarity with AI-powered productivity and research tools, such as ChatGPT, Claude or equivalent, and the ability to use them effectively and responsibly.
- Strong online research skills and the ability to organise, analyse and present information clearly.
- Ability to adapt quickly to new digital tools and working methods.

Personal & Professional Skills

- Proactive and solution-oriented, with the ability to anticipate needs, identify issues and propose practical solutions.
- Autonomous and resourceful, able to take ownership of tasks and deliver results with limited supervision.
- Quick learner, capable of understanding new subjects, processes and instructions with minimal guidance.
- Excellent organisational and time-management skills, with the ability to prioritise multiple tasks and meet deadlines.
- Strong attention to detail, accuracy and commitment to high-quality work.
- Excellent analytical, drafting and synthesis skills.
- Strong interpersonal and communication skills

- Flexible, reliable and comfortable working in a small, international team where responsibilities may vary.

Languages

- Excellent written and spoken English is essential.
- Excellent spoken French is essential; good written French is highly desirable.

What we offer

- An attractive salary package, including extra-legal benefits.
- Health insurance through DKV
- Additional extra-legal holidays, on top of statutory annual holidays
- Hybrid working option, combining office-based work and working from home
- An international, dynamic and collaborative working environment.
- A varied and stimulating role with opportunities for professional development and engagement in European affairs.

How to apply

Interested candidates are invited to send their CV and a short motivation letter to **application@ace-cae.eu,** indicating ACE Junior Policy Officer in the subject line.

Application deadline: 11 November 2026
Expected starting date: as soon as possible

Only shortlisted candidates will be contacted.