



Junior Consultant / Policy Officer

Closing date: 15 December 2021

Location: Brussels

Hours: Full time

Experience required: 1-2 years

Starting date: February 2022

About CLERENS

CLERENS is a leading public affairs and communications consultancy based in Brussels, specialised in advocacy, political and regulatory risk assessment, public funding, and strategic communications.

CLERENS consultants have an in-depth expertise in energy, environment, climate, and mobility.

Position Summary

The Junior Consultant will support CLERENS in their work for the Batteries European Partnership Association ([BEPA](#)). BEPA represents battery industry and research communities in the Horizon Europe Batt4EU Partnership with the European Commission. Under the supervision of the BEPA Executive Director, the junior consultant will support the work of the BEPA Office in a variety of tasks, including managing requests by members and help map, and reach out to, ongoing EU funded battery research projects, in order to gather their results, which will be used for monitoring and dissemination purposes. In addition, the junior consultant will support the organisation of BEPA governing bodies' meetings (agenda, presentation slides and minutes) as well as the communication tasks.

Main Duties

- Help map, and reach out to, ongoing EU funded battery research projects and assess, together with the other BEPA Office staff, which projects results are relevant to be shared with the BEPA technical working groups and which can be forwarded to the BEPA communication officer for further public dissemination;
- Help the Executive Director to set up the reporting and monitoring operation for the association. This includes getting in contact with project leads and members to gather the data needed to monitor the association's progress;
- Support the work of the experts in the Technical Working Group on Safety and Reliability;
- Active contribution to day-to-day operations;
- Support the organisation of BEPA governing bodies' meetings (Executive Board, Association Delegation and the General Assembly);
- Providing support in the organisation of big BEPA events, like the General Assembly and the Battery Innovation Days.
- Support on communication-related tasks (e.g. website management; social media, etc.).

Requirements and Competencies

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Avenue Adolphe Lacomblé 59 – 1030 Brussels, Belgium – Tel. +32 2 743 2981 – www.clerens.eu

- Between 1-2 years of previous relevant experience in managing EU funded projects or in an European association;
- University or advanced degree;
- Good Knowledge of the workings of the European Union, especially in the sphere of research and innovation (Horizon Europe in particular);
- Previous experience in energy, environment etc. sector is an asset;
- Strong interest in battery technology and applications, and role of batteries in the broader energy system;
- Ability to quickly grasp new topics and process information effectively;
- Ability to communicate effectively, both orally and in writing;
- Capacity to collect, organise and analyse quantitative and qualitative data;
- Ability to plan and work independently, manage stress, multiple deadlines and effectively prioritise workload;
- Fluency in English is necessary; any additional European language is an asset;
- Proficiency in MS Office applications is a must, acquaintance with other software is a strong advantage.

We Offer

- The opportunity to work for a great European initiative concretely supporting the clean energy transition.
- A challenging, multi-faceted role in a small team with room to grow and take on additional responsibilities.
- A stimulating and dynamic international environment.

To apply, please send a motivation letter and CV in English to Mr Thomas Otuszewski at jobs@clerens.eu with "BEPA – Junior Consultant" in the subject line. Applications received after the deadline (15 December 2021) will not be considered.

Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable. Due to the expected high number of applications, only short-listed candidates will be contacted for interviews.