

Job Vacancy: Project Officer for the EU Food Policy Coalition

The EU Food Policy Coalition (EU FPC) is hiring a full-time Project Officer for its Brussels office.

Job Details:

- **Experience:** 1-3 years
- **Location:** Flexible teleworking from Brussels, regular office presence required
- **Start date:** October/November 2025

About the EU FPC:

The EU FPC unites civil society organisations to advocate for sustainable food systems in the EU. It focuses on policy integration, coordinating efforts to monitor the political agenda, and influencing decision-making for systemic change.

Job Purpose:

Your main responsibility will be to assist the EU FPC Coordinator on daily tasks that cover project administration, implementation of the EU FPC strategic plan and activities, and help strengthen the EU FPC internal organisation.

Key Responsibilities:

- Project monitoring and reporting;
- Update the website and assist in managing other communication channels (keep mailing lists up-to-date, regular email updates for participants);
- Liaise with project providers (i.e., managing contracts and invoicing);
- Support the organisation of internal and external meetings or events (logistics, agendas, methodologies, note-taking and drafting minutes) and liaise with various stakeholders;
- Ensure coalition governance rules are applied and the coalition functions in an inclusive way;
- Contribute to monitoring EU food policy developments and identifying opportunities for advocating for food systems change;
- Support the fundraising efforts, including the development of funding proposals.

Skills and Experience Required:

- Master's level qualification or relevant professional experience;
- Experience in project management and organisational management (through volunteering, internships, or paid work);
- Excellent English language skills (C1 or higher); other language(s) a plus (esp. French, Spanish, Italian, German);
- Proven organisational skills with attention to detail, and ability to prioritise, set in motion working processes and manage deadlines effectively;
- Good analytical, writing and communications skills, including interpersonal skills;
- Experience with managing Wordpress;
- Proficiency with Microsoft Office applications, including working with spreadsheets;
- Pro-activity and ability to work efficiently both in teams and independently;
- Experience with participatory approaches (through volunteering, internships, or paid work);
- Knowledge of EU decision-making processes, EU food policies and the European Institutions, as well as understanding EU advocacy processes.

Why Join the EU FPC?

- A challenging and worthy cause to advocate for in a highly stimulating environment: you will assist systemic change and the shaping of future EU food policies;
- The opportunity to work in an international and dynamic environment on a wide range of European topics and in interaction with diverse organisations;
- The opportunity to grow and develop and progressively take on new responsibilities.

What we offer:

- A 1-year full-time contract (38h), with extension foreseen based on performance and funding;
- Flexible tele-working with regular Brussels presence and prioritisation of work-life balance;
- Salary range between €3,100 and €3,400 gross, depending on experience;
- Fringe benefits including: meal vouchers, 16 days of extra paid leave (on top of Belgian legal holidays), 13th month, mutuelle and ecocheque.

Location:

As our contracts are subject to Belgian law, candidates must be committed to official registration in Belgium and working from our Brussels office. We offer teleworking possibilities from home or abroad, subject to our remote working policy and organisational needs.

Candidates must hold EU citizenship or a valid EU work permit.

Application:

Please send (in English):

1. Your CV
2. A 1-page document that answers the following questions:
 - Why do you want to work for the Food Policy Coalition?
 - Why does the EU need a Common Food Policy?
 - What is your personal vision of a sustainable food system?

by e-mail to c.perrin@foodpolicycoalition.eu with the subject "Application: Project Officer_Name"
by 5 September 2025.

Shortlisted candidates will be contacted shortly after, with job interviews foreseen to take place in September.

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Due to the anticipated high volume of applications, we may not be able to provide individual feedback to all candidates. Only those selected for an interview will be contacted. We appreciate your understanding.