

# Job offer



EU  
Office

The EU Office of the European Olympic Committees (EOC EU Office) is the representation of the EOC and other major sport organisations to the European institutions in Brussels.

The EOC EU Office is looking to fill the following position as of 1 May 2021:

## EU Funding Officer (m/f/d)

### Main responsibilities

- The selected candidate will work under the supervision of the Director of the EOC EU Office and will closely cooperate with other staff members.
- Main tasks include:
  - Coordination of all EU funding-related activities of the EOC EU Office
  - Acting as the main EU funding counterpart for partner organisations of the EOC EU Office
  - Advising partner organisation on project applications
  - Writing project applications
  - Organising training seminars and other educational activities aiming to raise awareness, inform, and train partner organisation on EU funding opportunities for sport

### Your profile

- Professional experience and knowledge
  - Demonstrated track record in writing project funding applications in the framework of EU programmes, especially Erasmus+
  - Proven experience in managing EU projects would be an asset
  - Experience in working in a member-based organisation would be an asset
  - Professional and/or volunteer experience from the organised sport sector would be an asset
- Formal education
  - University degree
- Functional competencies
  - Good technical knowledge of EU grant application making
  - Excellent knowledge of EU institutions and EU funding opportunities
  - Knowledge of organisational structures of European sport
  - Superior presentation and communications skills
  - Full professional working knowledge of English; good command of any other languages would be an asset
  - Solid ICT skills, in particular Microsoft Office
- General aptitude
  - High personal and professional culture
  - Ability to work in a multicultural environment
  - Ability to work in a team

### We offer

- A fixed term full-time (38h/week) contract for two years under Belgian Labour Law with a perspective of a permanent contract
- Competitive remuneration

EOC EU Office

Director: Folker HELLMUND

71, Avenue de Cortenbergh, B-1000 Brussels

Phone: +32 2 73803 20

Fax: +32 2 73803 27

Email: [hellmund@euoffice.eurolympic.org](mailto:hellmund@euoffice.eurolympic.org)

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- An interesting job with a lot of varying activities
- An international and very pleasant work environment in a small team
- Attractive premises in the heart of the EU quarter in Brussels

## Application process

- Application package: professional CV and a brief motivation letter
- Deadline: 19 March 2021
- Contact: Send the full application package to [hardman@euoffice.eurolympic.org](mailto:hardman@euoffice.eurolympic.org)

For any further questions, please do not hesitate to contact us!

EOC EU Office  
Director: Folker Hellmund  
71, Avenue de Cortenbergh  
B-1000 Brussels  
Tel: +32-2-738 03 20  
<https://euoffice.eurolympic.org/>