

CALL FOR APPLICATIONS

Project Officer (2 positions)

Outreach Team

ABOUT THE ROLE

The European Youth Forum is the largest platform of youth organisations in Europe, representing millions of young people through national youth councils and international youth NGOs. We promote young people's active democratic participation and their social, economic, political and environmental rights.

We are currently beginning to work on the 2026 edition LevelUP! - one of the largest youth participation events of the year. The work will begin in January 2026 and include organising several capacity-building workshops across multiple locations, as well as a large-scale event in Brussels. The aim of the project is to empower young people to actively participate in democratic processes by equipping them with relevant knowledge and skills.

We are looking for two new colleagues with experience in event organisation and good knowledge of non-formal education to join the Outreach team. They will be able to rely on our vast experience in organising similar events in recent years, including past editions of LevelUP! and the European Youth Event Village.

This is a 12-month contract with a possibility of extension depending on funding availability.

RESPONSIBILITIES:

- Support the planning and implementation of the 2026 edition of LevelUP!, including the design of the programme and technical aspects, and help develop a programme that is engaging, inclusive, meaningful and well-executed.
- Take concrete measures to make our event inclusive, relevant and accessible to all participants.
- Liaise with external stakeholders including trainers, speakers, relevant organisations and donors.
- Ensure the budget is executed according to the donor's guidelines.

- Work closely with other colleagues from the European Youth Forum's secretariat and board, to align the events with our policies, communication and membership engagement plans.
- Facilitate contractual arrangements and coordinate deliverables with service providers.
- Plan and manage the logistical arrangements for participants' travel and accommodation, incl. hotel booking, accreditation, travel and reimbursements, with the support of the Operations and Finance Department.
- Assist in developing a comprehensive event report - both narrative and financial.

PROFILE OF THE IDEAL CANDIDATE

First and foremost, we are looking for people with a strong sense of responsibility and a collaborative spirit. Organising large events can be stressful at times, so more than anything, we prioritise keeping the team in good spirits and supporting each other. This is why we are looking for colleagues who are:

- able to work collaboratively, are kind to their colleagues, and thrive in multi-cultural environments.
- supportive of their team, contributing to an enabling environment in which everyone has the opportunity to show their full potential and grow.
- proactive, creative, flexible and solution-oriented.
- reflective, have the desire to learn, are open to feedback and able to give feedback constructively.
- able to work under pressure and meet tight deadlines.

EXPERIENCE

In addition, we are looking for candidates with experience in at least some of the following areas. We aim to recruit one candidate with at least 3 years of relevant experience, and one candidate who may be more junior:

- A proven track record of successfully managing and delivering a variety of events for hundreds of participants, and the understanding of the logistical requirements for events of this size.
- Previous experience in implementing projects, including the ability to manage a budget.
- Experience in non-formal education and designing workshops for young participants.
- Previous experience with reporting on European Commission projects is an advantage.
- Strong oral and written English is required.

TERMS OF THE CONTRACT

- For these positions we are offering fixed term(12 months), full time (35 hours per week) contracts, starting January 2nd or as soon as possible.
- The gross monthly salary according to the Collective Bargaining Agreement currently applied at the European Youth Forum is €2,754 to €2,922, depending on level of relevant experience.
- Benefits include:
 - 5 extra-legal holiday days (pro-rata basis)
 - Hospitalisation insurance
 - Eco-cheques (pro-rata basis)
 - STIB Annual subscription
 - A relocation package (subject to budget restrictions)
- Due to the nature of the audience we work with, meetings and events can sometimes take place outside of office hours. So for this position we require someone willing to travel and work flexible hours including, when required, occasional weekends. Work outside of office hours is compensated by the European Youth Forum.
- This position is based in Brussels and candidates should be willing to relocate or live in the surrounding area. The Youth Forum offers a relocation package to those based outside of Belgium willing to relocate.
- Unfortunately, due to the fixed term nature of the contract and the requirements in Belgian law, we can only offer the contract to candidates who already have the right to work in Belgium.

APPLICATION PROCEDURE & TIMELINE

To apply, please submit your **CV** (maximum 2 pages) along with a short **motivation letter** (maximum 1 page) explaining your experience, how you meet the profile and what excites you most about this role as **one PDF file** to the email recruitment@youthforum.org by **Sunday, 7 December 2025**. Applications are reviewed on a rolling basis. Therefore, we encourage you to submit yours as soon as possible.

Interviews for this vacancy will be held in the first half of December 2025 and the successful candidate will be expected to start at the beginning of January 2026.

Due to the high number of applications usually received for European Youth Forum vacancies, only candidates short-listed for interviews will be

contacted. If you do not receive a response within 3 weeks of the application deadline, please assume that your application was not successful. We sincerely appreciate your interest in this position and the time you put into applying. All candidates are kindly requested to refrain from any phone inquiries.

RECRUITMENT POLICY

Anti-discrimination: All appointments are made in a transparent way and comply with all relevant employment regulations. No job applicant or employee will receive less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origins, gender, gender identity, marital status, caring responsibilities, sexual orientation, disability or chronic illness.

Volunteering: Any relevant volunteering experience is considered equal to any other professional experience.

Conflict of interest: All applicants should be informed and should inform the Youth Forum of any possible conflict of interest. Selected candidates should be aware that working and/or volunteering for a Member Organisation of the European Youth Forum, institutions, political parties or other representative civil society organisations at the European level might not be compatible with working at the Youth Forum.