



European Association for
Quality Assurance in Higher Education

ENQA is currently looking for a
Senior Policy and Project Coordinator
for its office in Brussels.

The European Association for Quality Assurance in Higher Education (ENQA) is a membership organisation which represents higher education quality assurance agencies at the European level and internationally. ENQA provides a variety of services and activities for members including contributing expertise, conducting studies, cooperating in international projects and coordinating external reviews of quality assurance agencies. More information on ENQA and its activities can be found on the [ENQA website](#).

Position: Senior Policy and Project Coordinator

Duration: Permanent contract

Type: Full time

Start: as soon as possible

Deadline for applications: 4 February 2022

ENQA is looking to hire a Senior Policy and Project Coordinator for its office in Brussels. This position involves close working relationship with the ENQA Board, ENQA member agencies, European partners and policy-makers, and sister organisations globally.

Responsibilities

Under the overall supervision of the Director, the key responsibilities for the post are to:

- Build and maintain relationships with all relevant stakeholders and represent the Association externally to ensure ENQA's presence and reputation at the European and international level.
- Follow and contribute to policy discussions relevant to quality assurance at the level of the European Higher Education Area and the European Union.
- Manage all aspects of large international projects to ensure their realisation on time and in accordance with the objectives.
- Give input to the operationalisation of the ENQA strategic plan into ENQA's activities.
- Manage the Association's statutory activities (e.g. Board, General Assembly), including agenda, meeting documents, reporting and follow-up.
- Contribution to ENQA's other activities as needed e.g. working groups, events and webinars, agency reviews.



European Association for
Quality Assurance in Higher Education

Requirements

- A higher education degree or equivalent experience;
- At least 5 years of relevant working experience including in policy and representation and in managing European projects;
- Knowledge of European higher education and quality assurance;
- Excellent communication and English language skills, both written and oral;
- Ability to manage a range of activities simultaneously, adjust priorities as required, work under pressure and keep to set timelines;
- Willingness to take responsibility and leadership, and to contribute proactively to the development of the organisation;
- Good analytical and presentation skills;
- Good IT skills (Microsoft office, Internet, online communication and meeting tools);
- Willingness to travel extensively within Europe and occasionally outside of Europe.

The position is based in the ENQA office in Brussels. Although staff are currently working from home due to the Covid-19 pandemic, a gradual return to the office is foreseen for the coming months with the possibility to maintain some flexibility between office and home working. The successful candidate would be expected to re-locate to Belgium if not already based here.

ENQA provides an exciting international working environment, with a small and dynamic team where individual initiative and teamwork are both highly valued. ENQA offers a competitive monthly gross salary of 3400 to 3700 EUR depending on experience, and an attractive benefits package. The position has the potential for career development in the short/medium term, depending on experience and performance.

How to apply?

Please send a detailed CV and a motivation letter outlining your suitability for and interest in this position and indicating the earliest possible starting date to Anais Gourdin at anais.gourdin@enqa.eu.

The deadline for applications is **4 February 2022**.

Date of publication: 12 January 2022