

Interreg Europe Policy Learning Platform



Job profile: Assistant of the Policy Learning Platform

- Full-time
- In Lille, France
- Open for young professionals

- *Are you passionate about interregional cooperation and European policies?*
- *Are you motivated to work in an international environment on multidisciplinary tasks?*
- *Is your working spirit driven by the values of excellence, creativity and teamwork?*

If your immediate response is yes, yes and yes, don't wait and take a closer look at our job ad.

What is the Interreg Europe Policy Learning Platform about?

As an innovative tool of European cooperation, the [Policy Learning Platform of Interreg Europe](#) is an interactive space for continuous learning dedicated to local and regional policymakers. Whether we talk about sustainable urban mobility, the management of nature parks or the competitiveness of small companies in rural areas, many smart solutions have already been developed and tested by cities and regions across Europe. Hence, why to reinvent the wheel when you can get inspiration and share ideas with those who are facing similar challenges.

Complementing the funding for interregional cooperation projects provided by [Interreg Europe](#), the Policy Learning Platform represents the second pillar of the programme and is run by an external consortium led by [GAC Group](#). A new framework contract has recently been signed with the management of the Interreg Europe programme, assigning the consortium with the responsibility to deliver the Interreg Europe Policy Learning Platform until 2029.

Through interregional peer reviews, networking events, webinars, online discussions, good practices and publications we provide practical tools and knowledge for the development of better regional policies for the

future. Following the motto ‘the more concrete the better’, we are striving for Europe-wide peer learning experiences which create concrete benefits and lasting impacts for the day-to-day work of our community: local and regional policymakers from all across Europe.

Whom are we looking for?

Building on the manifold experiences gained since the launch of the Policy Learning Platform in 2016, we are looking for an **assistant to join and reinforce our team in Lille**. Under the coordination of the Policy Learning Platform Administrator and the platform’s Lead Manager, the selected candidate will act as an all-round talent assisting the coordination team of the Policy Learning Platform with tasks related to thematic management, communication, and administration.

Job description

1. Support in overall management, quality assurance and evaluation such as:

- Support interim and annual reporting (e.g. following the deadlines, gathering the different inputs from the consortium partners, drafting management part of the report)
- Prepare and follow-up on regular team meetings (e.g. managing invitations, preparing draft agendas, taking meeting minutes)
- Assist the preparation and follow-up of the coordination meetings (internal regular meetings and coordination meetings with the Interreg Europe programme)
- Support administrative and managerial tasks upon demand (e.g. contractual and admin documents, accountancy tasks, etc.).

2. Support in thematic and communication tasks such as:

- Assist the organisation of online and onsite events (e.g. webinars, workshops)
- Assist the work of the Thematic Managers and the delivery of policy learning services by the platform’s policy team
- Assist the quality control of the platform’s policy learning services and the monitoring of platform indicators (KPIs)
- Support the publication of news, articles, events etc on the programme website
- Archiving the project related documentation.

Requirements (must-haves)

- University degree in a relevant field
- Practical experience in administrative and organisational tasks, for instance gained in the context of project and/or process management
- Ability to effectively organise your work (deadlines, prioritisation) and to collaborate with different partners and stakeholders in parallel
- User and client orientation, putting their satisfaction at the heart of your daily work
- Proficiency and fluency in English (written and oral) and basic knowledge of French or readiness to learn French
- Independent worker, but equally team player; ability to work in an international environment with colleagues located remotely
- Practice-proven organisational skills, accuracy, and attention to detail
- Good analytical skills
- Sense of initiative
- Ability to anticipate, propose and implement solutions
- Capacity to work and negotiate with external suppliers
- Very good computer literacy (Microsoft Office, Google suite, SurveyMonkey)
- Readiness for regular business trips in all parts of Interreg Europe's geographical area (EU27 and beyond).

Assets (desirable)

- Knowledge of European Union institutions and policies, cohesion policy in particular
- Knowledge about Interreg Europe and interest in the thematic policies covered by the Interreg Europe Programme
- Knowledge of other EU languages.

Employment conditions

As a full-time employee of G.A.C. Group (long-term contract), you will contribute to the successful delivery of the Interreg Europe Policy Learning Platform. Your mission will be exclusively for the benefit of the Interreg Europe Joint Secretariat, Les Arcuriales – 45, rue de Tournai, 59000 Lille, France. The Administrator of the Policy Learning Platform will coordinate your day-to-day tasks in close collaboration with the Lead Manager, the Thematic Managers and the Head of Communication at the Joint Secretariat.

Terms of employment

The position is based on a contract under French law. Your workplace will be in Lille, Les Arcuriales – 45, rue de Tournai. The office of the Policy Learning Platform team is integrated in the premises of Interreg Europe Joint Secretariat. The assignment (CDI contract) will start as soon as possible.

Employment package

G.A.C. Group offers an attractive employment package comprising individual training and development opportunities, regular staff appraisals, annual team-building activities and individually determined home office arrangements (subject to management approval).

The gross salary is expected to be EUR 32k – EUR 35k a year based on the full-time job and a minimum of 3 years' relevant experience.

Applications

All applications should be submitted in English and include the documents below:

1. A **clear and concise motivation letter** highlighting the main reasons for applying to the position and why you see yourself as the most suitable candidate (max. 1 page).
2. A **concise Curriculum Vitae** (recommendation: 2 pages), focused on qualifications and professional experiences which are relevant for the announced position.

This documentation will form the basis of the initial stage of candidate assessment.

The applications are to be sent by e-mail to scerh@group-gac.com by **Monday, 4 September 2023 (the latest)**. Please indicate in the subject line: “your name – PLP Assistant – GAC-0035”.

Moreover, please let us know about your earliest availability for the job. At the same time, candidates are asked to provide an easy way to contact them (phone) before and after the interviews.

The selection process – what to expect?

Based on the submitted applications, candidates will be short-listed for phone interviews. In a second step, interviews will be held with the most convincing candidates, online or at the premises of the Policy Learning Platform in Lille (to be confirmed to the shortlisted candidates in due time).

As an indicative timeline process, the following dates have been set:

- Submission of applications until **Monday, 4 September 2023 (final deadline)**.

- Phone interviews with short-listed candidates on **Tuesday, 5 September 2023**.
- Face-to-face interviews in Lille with the most promising candidates on **Monday, 11 September 2023**.
During the interviews, the candidates may be asked to perform a short practical exercise – to be confirmed and detailed.

More information – whom to contact?

If you would like to learn more about the offered position, please do not hesitate to contact HR Team:
SceRH@group-gac.com.

More about GAC Group

G.A.C GROUP is an international consulting company for innovation & performance of public organisations and private sector. Our mission: accelerate the innovation and performance of companies and territories for a responsible development and sustainable growth. We've got 3 main areas of expertise: Innovation, Human Resources and Taxation and we support over 2000 clients in 15 offices around the world.

Focus on our European programmes:

European projects and the implementation of competitive funding materialize the European Union's desire to stand out in a context of strong international competition. Numerous funds are allocated to allow better visibility of culture-edge research and innovation and to concretize projects to face current global issues. We support public and private actors in the creation of innovation projects, thus promoting interregional and international collaboration in response to economics, societal and environmental challenges.