

JOB OPPORTUNITY : PROJECT & POLICY OFFICER

- ❖ Do you want to contribute to the implementation of European cooperation projects with direct impact on island regions?
- ❖ Are you motivated to support advocacy and policy work at the heart of the EU in Brussels?

We are currently looking for a **Project & Policy Officer to join the CPMR Islands Commission!**

WHO WE ARE

The [Conference of Peripheral and Maritime Regions of Europe](#) is a pan-European political association of around 140 regions in 24 countries in the European Union and beyond. It is both a think tank and an interest group for regional authorities. Since it was established in 1973, the CPMR has been acting to promote a more balanced development of the European territory. Most of its work addresses EU policies with a strong territorial impact, and has a particular focus on Cohesion Policy, the maritime dimension of all EU policies, territorial accessibility, transport, energy and climate change. The CPMR is structured around six Geographical Commissions based around sea basins: Baltic Sea, North Sea, Atlantic Arc, Mediterranean, Balkan and Black Sea, and Islands.

The [CPMR Islands Commission](#) is one of the 6 Geographical Commissions of the CPMR, and its oldest (founded in 1980). Its membership covers [18 European regional island authorities \(list\)](#) located in the Mediterranean, Baltic Sea and the Atlantic, Indian and Pacific Oceans. These regions represent a total population of around 15 million. The Islands Commission is invited to work together with EU institutions and certain national governments, on account of its expertise on island issues, by representing and defending the interests of its members in policy areas of high relevance for islands.

WHAT WE OFFER

JOB TITLE	Project & Policy Officer
GENERAL DESCRIPTION OF THE JOB	The Project & Policy Officer will be working in the framework of the CPMR Islands Commission (CPMR-IC) and its team, particularly supporting the implementation of EU cooperation projects. The position will also foresee the support to the related CPMR-IC overall work and day-to-day activities.
EMPLOYEE'S POSITION IN THE ORGANISATION	This position reports to the Executive Secretary of the CPMR Islands Commission
LOCATION	Brussels (preferably)
TYPE OF CONTRACT	Permanent Belgian contract or <i>Volontariat International en Entreprise</i> (VIE contrat) - please, make sure that you are eligible for this type of contract consulting the Business France website .
DEADLINE TO APPLY	Kindly send your application to jobs@cpmr.org by 3 December 2025 at 23.59 (CET)
INTERVIEWS	8-12 December 2025
STARTING DATE	Mid-January/February 2026
SALARY	Permanent contract: €35-38k annual gross salary depending on experience VIE: €2 859 monthly net salary according to Business France's scale



JOB DESCRIPTION

The Project & Policy Officer will dedicate her/his time to the following main activities:

- **Support the involvement of the CPMR Islands Commission in relevant cooperation projects**
- **Support overall CPMR Islands Commission work and activities**

MAIN RESPONSIBILITIES

In relation to the implementation of cooperation projects:

- Coordinate the IC contribution and implementation of specific EU projects/contracts in which the IC is involved.
- Act as responsible for day-to-day management of the project(s) under her/his coordination (e.g., coordinate WPs, prepare project deliverables, participate in meetings with partners, follow project events...)
- Provided punctual support to other projects when needed (e.g., back up in concrete meetings, provide input in deliverables...)
- Relate efficiently with CPMR team members (including from the CPMR financial department) and project partners.
- Liaise, as necessary, with IC members and other parties (i.e., EU institutions and key organisations) to share project activities, updates and results.
- Actively support the synergies between the project activities and the overall CPMR and IC action, contributing to advocacy efforts linked to issues covered by the projects
- Help monitor new funding opportunities related to EU programmes of interest and prepare new proposals.

In relation to supporting the overall Islands Commission work and activities:

- Support in the implementation of the IC communication strategy (e.g., drafting articles, newsletters, activity reports, dealing with social media).
- Support in the organisation of IC statutory meetings and key events.
- Represent the IC and its advocacy work in external events.
- Provide policy support on specific areas of relevance linked to the project(s) under her/his responsibility (e.g., preparation of notes, briefs and updates whenever necessary for the benefit of members).
- Liaise with IC members and follow up on requests/activities with them.
- Develop and maintain a network of contacts with the EU Institutions, as well as at regional level, and with any relevant networks, stakeholders and actors.

QUALIFICATIONS AND SKILLS REQUIRED

- **Master's degree in a relevant field** (European Affairs, International Relations, Political Science, Environmental/Energy/Climate/Maritime issues or equivalent).
- **At least 1 year of experience in EU cooperation projects/programmes** (preferably linked to LIFE, Horizon and/or Interreg), working in international context, including events organisation, communication/outreach/capitalisation activities.
- Excellent knowledge of **English is mandatory** as well as working proficiency in **1-2 additional languages spoken across the CPMR IC** is a strong asset (e.g. French, Italian,



Spanish, Portuguese, Greek, etc.).

- **Proficiency in Microsoft Office** applications (e.g. Outlook, Word, PowerPoint, Teams).
- Event organisational and communication skills, particularly relating to social media.
- Knowledge of territorial cooperation dynamics and **previous experience with local and regional authorities (or their network)** will be particularly valued.
- High **interest/knowledge** in regional policies, insularity challenges and/or **energy transition, circular economy, climate change, environmental issues, accessibility and green mobility, maritime affairs** and related EU policies is a plus.
- Dynamism, strong organisational skills, ability to manage multiple tasks and meet deadlines, along with adaptability, autonomy and a strong sense of responsibility in delivering tasks.

DESIRABLE PERSONAL SKILLS

- **Diplomacy skills** and an understanding of different cultural contexts, able to respect and embrace the different working cultures represented within the membership of the CPMR.
- Strong interpersonal skills, **autonomy and sense of responsibility** in task delivery: a team player who understands the importance of teamwork, with a 'can-do' attitude.
- **Analytical skills** and an ability to weigh the various interests against an overall view and manage multiple tasks simultaneously.
- Ability to introduce **innovative approaches** as well as original and creative thinking and to translate them into concrete deliverables.
- Demonstrated **communication** skills.
- Able to plan/retroplan activities in a structured and realistic manner, respect guidelines and deadlines, and to **prioritise and manage time effectively**.

LOCATION

Brussels CPMR premises (preferably). Occasional travel within Europe will be required.

EMPLOYMENT TERMS

The position is offered as permanent contract under Belgian legislation or a *Volontariat International en Entreprise* ([Business France - VIE contract](#)) if the candidate is eligible.

SELECTION PROCEDURE

Please send the following items to jobs CPMR (jobs@cpmr.org) with the subject "**Application IC Project & Policy Officer 2025**" by **3 December 2025 at 23.59 (CET)**:

- **Your CV** (2 pages max.)
- **A brief cover letter in English** (1 page max.)
- Candidates can (it is not compulsory) send **recommendation letter(s)** from previous job/position(s) related to this offer or **provide references/contacts** of previous employers.

Shortlisted candidates will be invited to a job interview.

Interviews are expected to take place during the week of 8-12 December 2025. The position is expected to start in mid-January/February 2026.



COMMITMENT TO EQUALITY AND TRANSPARENCY

The CPMR is firmly committed to ensuring equal opportunities for all applicants. We value diversity and inclusion and strive to guarantee a transparent, fair, and non-discriminatory recruitment process.

DISCLAIMER

Please note that applications documents (CVs, cover letters, etc.) will be kept for a period of two years after the end of the selection process. Please let us know if you disagree. Your documents will be deleted immediately.

