

JOB DESCRIPTION

POLICY ASSISTANT

We are

EuropeanIssuers is a pan-European organisation representing the interests of publicly quoted companies across Europe to the EU Institutions. Our members include both national associations and companies from all sectors in 15 European countries, covering markets worth €7.6 trillion market capitalisation with approximately 8,000 companies.

We aim to ensure that EU policy creates an environment in which companies can raise capital through the public markets and can deliver growth over the longer-term. We seek capital markets that serve the interests of their end users, including issuers.

We are looking for

EuropeanIssuers is looking for a Brussels based Policy Assistant, a junior role to support the Policy Team in carrying on advocacy activities within the field of Corporate Governance and Securities Law and Market Infrastructure.

We are offering an opportunity for career development in a European trade association. The successful applicant should have an interest in the functioning of the financial sector and capital markets.

The ideal candidate should meet the following requirements:

- University degree in law, politics, or relevant social science
- Relevant experience of 1+ year in a similar environment (EU trade association, EU Institution, law firm, NGO)
- An excellent communicator both orally and in writing, able to deal with people at all levels
- A team player, autonomous, able to motivate a group to reach consensus
- An attentive listener, diplomatic and an enthusiastic organiser
- Fluent in English and preferably other EU language, German is a plus
- Experienced user of Word, Outlook, Internet, PowerPoint, Microsoft Teams; good IT skills.

Core responsibilities

Policy Monitoring and co-ordination of Committees and Working Groups

- Monitor EU policy & legislative initiatives via official EU websites, RSS feeds, news, etc.
- Co-ordinate work of internal committees and working groups composed of member companies, associations and associate members from across Europe.
- Preparation of relevant documentation (agendas, minutes, matters arising, action points) for distribution to members and relevant Committees.
- Assist the Chair(wo)men of the Smaller Issuers Committee with the preparation of the committee meetings, as well as preparation for reporting to the Board, Policy Committee and General Assembly.
- Support the Chair(wo)men in management of the working groups.
- Seek timely input from and agreement among the members of the working groups in order to prepare position papers.

- Manage differing views among the membership and seek to build consensus.

Advocacy

- Ensure the distribution of position papers to policymakers, regulators and other stakeholders.
- Identify opportunities and arrange meetings with relevant policymakers and relevant stakeholders, based on the association's priorities.
- Liaise with member associations based in Brussels, other member and peer associations.
- Identify opportunities for coalition building.
- Attend conferences and external events in order to monitor policy, promote the association and report back to members.

Communication

- Draft and disseminate policy updates to members.
- Draft press releases, speaking notes and briefings on policy related topics.

We offer

- A long-term employment opportunity
- An international working environment
- A competitive compensation package
- A young, flexible, and dynamic organisation
- Teleworking following market practices

How to apply

Please apply in English with CV and cover email to Florence Bindelle, Secretary General of EuropeanIssuers, via secretariat@europeanissuers.eu by **18 July 2024**. Please notice that only shortlisted candidates will be contacted.