

Policy Officer

LightingEurope

LightingEurope, the trade association for lighting manufacturers, is looking to recruit a full-time Policy Officer to join the Secretariat team based in Brussels supporting our work on Sustainability and Digital policies.

About the successful candidate

You have:

- A University degree in Politics, Economics, Law, Business or comparable (at a Master level)
- 2-3 years' experience, with expertise in one or more of the following EU policy areas:
 - Sustainability legislation – especially chemical legislation (e.g. RoHS, REACH, PFAS, Substances of Concern (ESPR)),
 - Digital Policies, especially Cybersecurity and Data protection
- Excellent communication skills in English, both written and oral (additional languages are a plus)
- Demonstrated experience in drafting content, in effectively adapting your messaging and communicating your proposals in meetings with industry experts and policy makers
- Excellent networking and social skills (active social media presence is a plus)
- Good analytical, conceptual and strategic thinking skills, you are a good listener and are skilled at fostering consensus between diverse stakeholders
- Experience in working in international teams
- Personal skills: customer-oriented, team player, ability to work independently and deliver on time, proactive, prepared to think outside the box, a good sense of adventure.

About the role

The Policy Officer will:

- Drive the review, development and implementation of policy actions crucial for the strategic objectives of LightingEurope in the policy areas of competence
- Monitor and evaluate upcoming EU regulatory developments, analyse the potential impact for LightingEurope members and recommend actions
- Liaise with LightingEurope members to evaluate EU policy developments and foster a LightingEurope position
- Liaise with EU regulators to explain lighting technology and LightingEurope policy recommendations
- Liaise with staff of other relevant trade associations and other organisations active in the Brussels Arena (Environmental NGOs, Consumer's organisations)
- Draft LightingEurope advocacy material (e.g. position papers, guidelines, amendments), public consultation responses and RoHS exemption applications

- Help manage the LightingEurope working groups and subgroups – set up and manage meetings, draft agendas and minutes, support Chair and participating members to forge consensus (most meetings are online/ min 3 face to face meetings per working group)

The role will functionally report to the Directors and Secretary General.

Suggested starting date: as soon as possible.

Location:

The LightingEurope office is located in Brussels, Belgium (next to Parc Cinquantenaire). The successful candidate will be expected to be present in the office minimum 3 days a week. Limited international travel (once every 2 months) may be expected.

What we offer:

LightingEurope is tasked with delivering the Strategy 2030 of Europe's lighting industry and you will be at the heart of our activities, working both with industry leaders and technical experts on the one hand and with EU regulators on the other to shape a positive business environment.

We are a vibrant and ever-evolving organization, value for members is what drives the work of the Secretariat. We map industry, business and regulatory trends and adapt our activities to develop and deliver new products and services for our members and the wider industry.

You will join a dynamic young international team, composed primarily of policy experts, with a strong network in the Brussels policy arena and the industry.

We offer a competitive salary and benefits package in line with Belgian living standards.

How to apply:

Please send your CV and a cover letter explaining the value you can contribute to LightingEurope members to Elena Scaroni, Secretary General (elena.scaroni@lightingeurope.org).

Please state "Application Policy Officer – [your name]" in the email subject line.

Only shortlisted candidates will be contacted due to limited capacity. Please include in the body of your email: "I hereby agree for my personal data to be processed by LightingEurope for recruitment purposes" – in line with personal data rules we must have your written consent to follow up on your application. LightingEurope will not keep your CV and cover letter on file – all information of non-successful candidates will be deleted from our records.