



PROJECT OFFICER

Summary

Position : Project Officer – Part-Time (3 days/month)

Location : Brussels (hybrid work : in presence + remote)

Duration : Initial 4-month contract, renewable

Deadline to apply : 15th of July 2025

About QUEST

QUEST is an European Educational Network based in Brussels. We promote children's rights in education through advocacy, research, training and exchanges. Our main areas of work are democratic education, inclusive education and sustainable education. Our way of working is based on trust, autonomy, shared and participatory governance.

About the offer

We're looking for a proactive Project Officer with a strong implementation drive and excellent soft skills, to strengthen our team in writing and leading projects. The position oversees leading project development, writing, and fundraising in general. The ideal candidate is able to manage the day-to-day operations of projects in the education sector (from writing to implementing and reporting). Moreover, the candidate should anticipate needs, provide information in a timely manner and solve issues autonomously. The Project officer will also deal with the administrative side of the projects that QUEST is running, and supervising and guiding assisting members of the project team.

Key tasks and responsibilities

- Writing new project proposals in particular under the Erasmus+ framework
- Managing the all cycle of a project
- Executing the reporting, admin and finances of projects
- Participating in and organising project events and workshops
- Developing and assisting in the development of new projects/tenders/initiatives proposals with members and partners in line with the association's strategy.
- Representing QUEST at meetings and events
- Networking with new potential project partners and new potential QUEST members.
- Working in collaboration with the Policy team for research/policy based projects
- Participate in info sessions organised by the European National Agency and other funding organisations.
- Oversee the administrative implementation and follow up of grants: follow up on contract requirements, organise documentation, set up/improve tools ensuring effective grant management, etc.
- Plan, coordinate, compile and submit project reports.
- Guide and supervise the other members of the project team
- Develop presentations and other materials for meetings.

Candidate profile

We are looking for a candidate that has / is :

- Minimum 2 years of experience in project management.
- Experience in formal and/or non-formal education and NGOs.
- Very good knowledge of EU funding schemes.
- Genuine interest in innovative education.
- Fluency in written & spoken English (French or Dutch is a plus!).
- Exceptional ability to write projects.

- Strong organisational and time management skills, high attention to detail, and good analytical skills.
- A problem solver and results oriented.
- Highly organised, with an aptitude in planning effectively to meet deadlines and to go beyond the project proposal ambition.
- Ability to contribute effectively to a team working environment.
- Strong interpersonal and communication skills.
- Positive, flexible and proactive approach.
- Strong computer skills, (Google Docs, Sheets...)
- Experience in working with or for membership-based networks is a plus

Conditions

- **Starting date** : 1 September 2025
- **Initial contract** : 4-months fixed-term (possibility to extend to a permanent position – CDI, after successful initial collaboration)
- **Workload** : Part-time (60%)
- **Compensation** : Monthly salary based on the sector's salary scale (grade 329), along with a range of benefits including : Lunch vouchers, Teleworking allowance, Flexible working conditions.
- **Work setup** : Hybrid model with 1–2 days per week in the office, and flexibility in working hours
- A multicultural, dynamic, and participatory work environment
- A space where you can contribute, experiment, propose, learn and grow
- A meaningful role in shaping a more inclusive and democratic future for education.

How to apply

Please send your application to martina@quest-eu.org with the subject line: Project Officer – [Your First + Last Name] including:

- Your CV (max. 2 pages)
- A short cover letter (max. 1 page) that explicitly references how your profile matches the job requirements described above.

Deadline to apply: 15th of July 2025

Applications will be assessed upon receipt; we therefore **encourage early submission.**

Interviews in person might take place on the week of the 28th of July.

Should you be interested please do not wait till the last day, as we may have already filled the position.

Due to the high volume of applications received, **ONLY** successful candidates will be contacted. Applications not meeting the requirements will not be considered. Only shortlisted candidates will be contacted for an interview.

CV and personal data of candidates are not shared with anyone outside the organisation.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.