

VACANCY

Public Consultations Manager

Location: Remote (Brussels preferred)

Type: Volunteer position, 6-8 hours per week

Start date: As soon as possible

Reporting to: EU Policy & Advocacy Co-Lead

About Eduxo.eu

Eduxo.eu is a Belgian non-profit organisation working to advance **democracy, gender equality, and youth participation** across Europe. Through advocacy, education, and community-building, we empower citizens to shape more inclusive and representative societies.

Role Overview

We are looking for a Public Consultations Manager to lead Eduxo's participation in EU and international public consultations. This is a strategic and content-driven role, ensuring that Eduxo contributes effectively to policy-making processes by submitting high-quality, evidence-based responses. You will work closely with the Policy & Advocacy Team.

Key Responsibilities

- Identify relevant public consultations (EU, national, international)
- Coordinate the preparation of consultation responses
- Draft and edit contributions (position papers, questionnaires, submissions)
- Gather inputs from internal teams and external partners
- Ensure alignment with Eduxo's positions and advocacy priorities
- Track deadlines and manage submission processes
- Maintain a repository of past submissions and key positions
- Support strategic positioning through consultation engagement

Profile we're looking for

- Experience in policy, public affairs, research, or advocacy
- Strong writing and analytical skills
- Ability to structure clear, evidence-based arguments
- Familiarity with EU consultation processes is a plus
- Organised and able to manage multiple deadlines
- Collaborative and able to coordinate inputs from different stakeholders
- Interest in democracy, equality, and youth empowerment

What you'll gain

- Direct involvement in EU and international policy processes
- Experience in drafting policy contributions and submissions
- Exposure to advocacy strategy and institutional engagement
- Development of analytical and coordination skills
- Opportunities to grow into EU affairs or policy roles within Eduxo
- Direct impact on a growing European organisation
- A volunteering / pro-bono international contract
- Fully remote collaboration, with in-person opportunities in Brussels
- Possibility to receive the EDUXO Badge as an Interest Group Representative to EU institutions
- Flexible time and autonomy
- Free Career Desk support with an HR expert
- Free psychological support
- Access to international high-level and networking events
- Monthly internal trainings and opportunities
- A supportive, feminist, inclusive community
- Insurance coverage during in-person volunteering activities
- As a member, you can apply for governance roles and actively participate in decision-making processes

How to Apply

Send your CV and (if available) a portfolio or examples of previous work to Jasmine D'Ambrosio (Talent Acquisition Specialist) at talent@eduxo.eu

Subject line: **Public Consultations Manager Application– [Your Name]**

Application Process

There is **no fixed deadline** for this position. Applications are reviewed on a **rolling basis**, and the vacancy will remain open until the position is filled. Early applications are encouraged. The process includes 1 interview of 30-45 minutes.

At Eduxo, we are committed to diversity and inclusion. We strongly encourage applications from individuals of all backgrounds.

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