

**ATEE – Association for Teacher Education in Europe**  
**Rue de la presse 4 - 1000 Brussels**

**(atee.education)**

The **Association for Teacher Education in Europe (ATEE)** is a membership based and non-profit European organisation established in 1976, whose aim is to enhance the quality of Teacher Education in Europe and to support the professional development of teachers and teacher educators, at all levels.

The members of the ATEE are both individuals and institutions involved in the research and practice of teacher education, within and outside higher education.

The ATEE has an administrative governing body, the Administrative Council, which defines the policies and strategies, chaired by the President.

Activities within the Research and Development Communities (RDCs) can vary from shared research, projects, conferences, preparations of shared publications, including books.

The European Journal of Teacher Education (EJTE) is the official journal of the Association for Teacher Education in Europe (ATEE). Its audience includes all those who have a professional concern with or interest in the education of teachers for all age groups.

The Association would like to hire an **Executive Officer**.

Are you dynamic, organised and ambitious?

Are you interested in communications and office operations?

Do you want to contribute to the Teacher Education policy in Europe?

In this role, you will report to the Administrative Council (Board) of the Association.

Location: Brussels centre

Starting date: **July 2025**

Flexible and hybrid working hours

Status: Part time 22h per week - Contrat à durée déterminée (CDD)

1 year fixed-term contract, extendable based on performance

Flexible remote work with regular presence in Brussels

Salary based on experience with additional benefits (laptop, phone, meal vouchers, etc).

Candidates must already have the right to work in the EU and already be physically based in Brussels.

**Essential requirements**

- Relevant degree and proven experience in a similar role in an international association based in Brussels
- Ability to work independently
- Ability to lead a small Secretariat in Brussels and work with a team of busy professionals
- Strong management skills and the ability to drive the development of the Association
- Ability to build relationships across the sector of education
- Knowledge of the Brussels environment
- Entrepreneurial skills
- Excellent communication skills

## **The Role requires**

- Strong organisational, communication and inter-personal skills
- Good command of both English and French
- Ability to solve problems, think critically and attend to details.
- High level of discretion and capacity to maintain confidentiality
- Understanding and in-depth knowledge of the relevant Belgian Laws (Civil Code)
- A capacity to make decisions and to communicate effectively at times of crisis, or in the event of unforeseen circumstances

## **Personal qualities**

- Highly developed interpersonal skills and self-motivation;
- Highly collaborative person with the ability to build and maintain strong relationships within the team and with stakeholders;
- Strong attention to detail and high levels of accuracy;
- Excellent organisational skills, with a methodical and thorough approach;
- Ability to multitask and manage a varied workload to achieve agreed deadlines without compromising quality or standards;
- Demonstrated 'can-do' approach, problem-solving skills, and team player mentality;
- Willingness to travel occasionally to events.
- Willingness to attend online meetings in the evening at least once a month.

## **Tasks**

- Supervise the effective functioning of daily operations: oversee projects and management of the Secretariat
- Work in close contact with the Administrative Council of the Association
- Work in close contact with the Presidency and the Treasurer of the Association
- Work with the accountant of the Association (quarterly accountancy and VAT declaration)
- Liaise with the Social Secretariat (SECUREX)
- Keep in contact with members of the Association
- Organise and attend statutory meetings (Board Meetings and General Assembly) and take minutes
- Prepare the yearly budget and financial reports, the agenda and any relevant documents prior to meetings
- Manage suppliers, bank accounts, Stripe platform and make all the relevant payments
- Attend the meetings of the Research & Development Communities and take minutes
- Support the Coordinator of the Research & Development Communities.
- Support the Editors of the ATEE Journal (EJTE)
- Attend the meetings of the EJTE Editorial Board and take minutes, update the relevant webpages
- Liaise with the Association's Publisher when needed

- Prepare reports, format and proof-read various documents, and upload information to Google Drive and website pages
- Develop and monitor the implementation of the Association's strategic plan
- Foster synergies with other platforms and explore new alliances
- Engage with EU decision-makers and stakeholders
- Manage communications with the relevant stakeholders
- Update the *Moniteur Belge*, Transparency Register and UBO Register
- Update the REPROBEL declaration
- Comply with any other legal requirements (Statutes, Internal Rules, banks, etc.)
- Draft and/or manage contracts and agreements
- Represent the Association at events when needed.
- Organise webinars and events in Brussels when needed.
- Coordinate internal and external activities and support the organisers of the ATEE conferences (two/three conferences per year).
- Attend the Annual Conference and on-site/online meetings.

#### **The role offers the successful candidate**

- Satisfaction from the creation and implementation of change-making educational policy.
- Opportunity to work closely with researchers and academics from all over the world.
- Opportunity to liaise with top-level stakeholders from the EU institutions.
- Opportunity for professional and personal growth.
- Experience with varied angles and perspectives of working for an international organisation.

The ability to be proactive, adaptable, and dedicated to the needs of the organisation and the goals of the team will lay the groundwork for success and professional and personal development.

ATEE retains the right to assign new duties and/or to re-assign staff to other tasks, in response to service needs.

Please send your CV and motivation letter to the attention of Mariagrazia Tagliabue – email: [secretariat@atee.education](mailto:secretariat@atee.education) no later than **15 March 2025**.

When applying, please mention “**Executive Officer**” in the subject-line of the email message.

The applications will be reviewed, and the interviews will be organised on a rolling basis; early submission is encouraged.

An expert group will convene to conduct shortlisting of applicants, measured against pre-determined criteria. Only shortlisted candidates will be contacted.

#### **Equality and diversity**

We are committed both to promoting equality and diversity within the organisation and to Equal Opportunities in recruitment. We believe in equality of opportunity regardless of race or racial group (including colour, nationality, ethnicity, national origins), religion or belief, age, disability, sexual orientation, sex, gender re-assignment and gender identity,

marriage and civil partnership, and pregnancy, maternity and paternity. This also includes any incidents of perceptive or associative discrimination and harassment. All hiring decisions are made entirely on merit.

***By applying for this vacancy, you agree that we use your personal data for recruitment purposes only.***

***All your private information will be deleted from our files after the recruitment process.***