Circle U.
European University Alliance

THE CIRCLE U. OFFICE IS LOOKING FOR A
PROJECT OFFICER

We are looking for a proactive and organised Project Officer to support the implementation of SOPHIA (Synergies for Open Planetary Health Innovation Action), a European project funded by the EIT Higher Education Initiative. The successful candidate will lead communication, dissemination and stakeholder engagement activities, helping to promote the project's results across the Circle U. alliance, the EIT HEI Community and the wider European innovation ecosystem

1 ABOUT CIRCLE U.

Circle U. is an inclusive, interdisciplinary and research-intensive alliance of nine universities working together to provide outstanding education, research, innovation, and service to society. Our members are Aarhus Universitet, Univerzitet u Beogradu, Humboldt-Universität zu Berlin, King's College London, UCLouvain, Universitetet i Oslo, Université Paris Cité, Università di Pisa and Universität Wien. Established in 2020, Circle U. is one of the 65 alliances selected by the European Commission to pave the way towards the universities of the future. Together, we aim to equip students, researchers, staff, and partners from civil society, business, and the public sector with the skills and knowledge to tackle global challenges and strengthen European academic and scientific cooperation.

Since April 2021, Circle U. has been formally established as an international non-profit association (association internationale sans but lucratif, AISBL) under Belgian law to ensure the sustainable, strategic and long-term development of the alliance. Coordinated by the Secretary General and based in Brussels, the Circle U. Office ensures the well-functioning and efficient governance and management of the alliance.

2 ABOUT THE SOPHIA PROJECT

SOPHIA (*Synergies for Open Planetary Health Innovation Action*) is a European project funded by the EIT Higher Education Initiative (Cohort 5), led by Circle U. member universities and coordinated by Université Paris Cité. It brings together 17 partners across 9 European countries and three EIT Knowledge and Innovation Communities (EIT Digital, EIT Culture & Creativity, EIT Food) to make universities active partners in the valorisation of their research, ahead of investment, through a collaborative support scheme for planetary health ventures and an innovation training programme reaching 4 000 participants.The project will run for 24 months, starting from September 2026, with a €2M budget, and aims to build a model transferable to other university alliances.

3 RESPONSIBILITIES AND TASKS

As a Project Officer at the Circle U. Office, you will be responsible for designing, managing and implementing the SOPHIA project communication, dissemination, and EIT HEI Community engagement strategy, in close collaboration with the University of Belgrade as co-lead of the dedicated Work Package and all project partners.

Lead communication, dissemination and community engagement activities

- Co-lead Work Package 7 together with the University of Belgrade and ensure the timely delivery of assigned tasks, deliverables and milestones
- Coordinate the implementation of the project's communication, dissemination and stakeholder engagement strategy
- Support the project's visibility within the EIT Higher Education Initiative Community and contribute to knowledge-sharing activities
- Ensure active participation in EIT Higher Education Initiative Community and foster engagement of project partners
- Support the production of high-quality, accessible and engaging content for a range of target audiences via communication tools (Canva, Drupal, Rapidmail) and channels
- Coordinate the organisation of the final event of the project in Brussels
- Engage with key policy actors and stakeholders relevant to the project
- Encourage active participation and contribution from project partners in communication and dissemination activities

Support Circle U. AISBL's contribution to the project

- Ensure the high quality contribution of Circle U. AISBL across project activities and work packages, where relevant
- Participate in the project governance and coordination structures, where relevant
- Represent Circle U. AISBL at project meetings, events and external stakeholder activities
- Prepare reports and updates on communication and dissemination activities for the project coordinator

Liaise with Circle U. development

- Support the Secretary General in ensuring that SOPHIA contributes to the strategic development of the Circle U. alliance
- Work closely with the Circle U. communication team to ensure coherence with alliance-wide communication activities
- Promote awareness of and engagement with SOPHIA across the Circle U. community, when appropriate

The above list of responsibilities may not be exhaustive. The Project Officer may be required to undertake additional tasks, that are reasonably expected within the scope and grade of the position.

4 SKILLS, KNOWLEDGE AND EXPERIENCE

- Master’s degree (or other relevant education, training or professional qualifications) in European studies, international relations, communication, project management or another relevant field
- At least 3 years of relevant work experience, preferable in EU-funded project (Horizon Europe, Erasmus+, EIT or similar programmes)
- Highly motivated to contribute to Circle U. vision and mission
- Proven interest in EU affairs, education and research policies
- Excellent written and spoken English; any other language used in the alliance will be an asset
- Excellent digital skills, including confident user of Microsoft Office 365 (Word, Excel, PowerPoint, Teams, SharePoint)
- Experience in (EU) project management
- Experience in managing social media, newsletter and website
- Experience in communication, dissemination and stakeholder engagement

- Strong organisational skills, time management and an eye for detail
- Strong interpersonal skills and ability to work effectively in multicultural environments
- Flexibility and enthusiasm to work on a variety of tasks

5 WHAT DO WE OFFER

- A part-time position (50%) for a fixed term of two years under Belgian law
- An attractive salary package commensurate with experience and qualifications
- Additional benefits, including extra-legal holidays, public transport, meal vouchers, phone and laptop, and hospitalisation insurance
- A stimulating international environment at the heart of a European University Alliance
- A modern office in central Brussels
- Flexible working arrangements, including teleworking

6 HOW TO APPLY

Candidates are invited to submit the following documents via email to Mr Kevin Guillaume, Circle U. Secretary General (secgen@circle-u.eu) by 14 December 2026:

- An application letter, highlighting your motivation for the position and explaining your strengths
- A current CV (preferably a Europass CV)
- A copy of your degree(s) and qualification(s)

Applications will be reviewed on a rolling basis, so prompt submission is encouraged.

For further information about the position, please contact Ms Kirstie Will (kirstie.will@circle-u.eu).

Circle U. aims to develop and implement an inclusive HR policy that promotes gender equality, diversity and equal opportunities. If, due to a disability, disorder or illness, you would like to benefit from measures of reasonable accommodation as part of the recruitment process, please contact us. We will treat this information confidentially.

AI can be a useful tool when preparing your application, but this role ultimately depends on your knowledge, experience, and critical thinking. We are interested in hearing your ideas and evaluating your own capabilities during the interview process.