

# Policy and Evidence Coordinator

Department: Digital Citizenship Department (DigCi-PolicyEvidenceCoordinator-2025)

European Schoolnet (EUN) is looking for a **Policy and Evidence Coordinator**<sup>1</sup> to join its **Digital Citizenship Department** in Brussels. The recruited candidate will play a key role in the implementation of the [Better Internet for Kids \(BIK\) platform contract](#) which EUN implements on behalf of the European Commission, with the aim of creating a safer and more enriching digital environment for children and young people, in line with the European strategy for a better internet for kids (BIK+).

The Policy and Evidence Coordinator will drive the ongoing development and maintenance of the [BIK Knowledge hub](#), which is a central access point for **knowledge, evidence, and policy insight on the impact of digital transformation on the lives of children and young people** in the European Union. In direct liaison with the Lead Policy Expert, (s)he will coordinate the annual [BIK Policy monitor](#) (i.e. an EU-wide mapping of policies and activities promoting children's safety and well-being in the digital environment), organise the bi-annual BIK+ Strategy evaluation (i.e. a multi-stakeholder evaluation of the BIK+ strategy, largely centred around the voice/views of children and young people, including those from vulnerable backgrounds), and curate (and contribute to) the population of various BIK policy and research repositories and insight series, while supporting with the visibility and impact of the platform overall.

In line with this, key responsibilities for the Coordinator include: **data and knowledge gathering; policy monitoring, analysis and evaluation; consultation and outreach activities with diverse audiences and stakeholders, including children and young people; drafting, reviewing and editing reports, insight articles and policy briefs** on this basis.

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<sup>1</sup> While the vacancy is for a full-time staff position, we are open to consider part-time or consultant profiles too. Part-time or consultant profiles should clearly indicate in their application why/how they would want to combine the role with other professional commitments, if applicable.

## Main tasks

- Design and carry out a variety of **policy monitoring, consultation and evaluation activities**. For policy work, this typically includes the collection of data through an established network of national contact points (policy makers and professionals) across the EU. For consultation and evaluation work, this typically starts from the development of child-centred protocols/methodologies, to be complemented with a wider range of target consultation activities, with a view to collect, analyse and synthesise both qualitative and quantitative data, potentially in collaboration with external child rights/policy experts or external entities.
- **Prepare both internal (for EC) and public-facing (for the BIK platform) reports/summaries/briefings/insight articles** on the basis of new data collected, while also drawing upon already existing evidence/research reports at national and EU level.
- **Support the BIK project management/implementation:** drafting deliverable reports, meeting deadlines, liaising with partners and stakeholders.
- Contribute to **external outreach and communication:** writing content, simplifying complex topics, and ensuring multi-channel dissemination.
- Actively participate in **external promotion** of the project (events, publications, digital communication).

## Profile and skills

- **A Master's degree** in a relevant academic field (e.g. Social, Communication or Education Sciences, Media or Cultural Studies, Law and Technology...).
- **At least five years of proven experience** carrying out policy or empirical research in connection with topics such as children rights in a digital world, digital skills, literacy, or citizenship, digital education, etc. *A PhD in any of these relevant fields is a plus.*
- Strong expertise in and familiarity with **evidence-based policy and practice**, particularly regarding children's digital lives. The successful candidate will have to demonstrate a comprehensive understanding of online risks and opportunities, relevant theoretical and conceptual frameworks, and how to distinguish valid and reliable data from anecdotal observations.
- Strong expertise in and familiarity with how to **organise consultations with children and young people**, as well as with other relevant stakeholders such as teachers and educators, parents and caregivers, policy makers and industry.

- Very good **synthesis and analytic skills with excellent communication abilities**.
- Highly organised, detail-oriented, and able **to manage multiple priorities** independently.
- Ability to work in **a multicultural and multilingual environment**.
- Ability to work **under pressure and meet deadlines**.
- Excellent **writing and editorial skills**.
- Excellent **spoken and written English**.
- Proficiency with **digital tools** (WordPress, MS Office, Google Suite, CMS).

## Useful information

- **Duration of contract:** Full-time employment is preferred for this position to ensure optimal continuity in activities. However, we remain open to other working arrangements (part-time or consultancy), which can be discussed further if the application is validated. **For an employee position**, the contract will be **a 12-month fixed-term agreement** (CDD – “Contrat à Durée Déterminée”) under Belgian standard employment conditions, renewable upon mutual agreement. The full-time schedule runs from Monday to Friday, with the possibility to choose between 38 or 40 hours per week.
- **Deadline for applications: Until the position is filled.**
- **Benefits:** Teleworking allowance and IT equipment, reimbursement of commuting costs, salary in line with experience and qualifications, meal vouchers, corporate DKV hospitalisation insurance. These benefits apply to an employee position; specific conditions may vary for other working arrangements.
- **Location:** European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.
- **Permit:** Applicants must be EU citizens or already possess a valid work permit for Belgium.

## How to apply

- Include your **CV** and **motivation letter in English** in **one single PDF file** named 'LASTNAME FirstName-DigCi-PolicyandEvidenceCoordinator-2025'. Any information you wish the recruiters to consider should be incorporated into the file rather than in the main body of your email.
- The motivation letter should show how your background and interests fit the tasks planned for this position.
- Include the vacancy reference **“DigCi-PolicyEvidenceCoordinator-2025”** in the subject line and send your document by email to [jobs@eun.org](mailto:jobs@eun.org) and to [hans.martens@eun.org](mailto:hans.martens@eun.org).
- Due to the volume of applications, only pre-selected candidates will be notified.

**PLEASE NOTE:** Interviews will take place as soon as possible onsite or online.

#### **About European Schoolnet**

[European Schoolnet \(EUN\)](#) is a network of 30+ Ministries of Education (MoEs), based in Brussels. As a non-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: MoEs, schools, teachers, researchers, and industry partners. Since 1997, EUN has used its links with MoEs to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to succeed in the knowledge society.

#### **About the Digital Citizenship Department**

With a team of around 20 staff members, the department's key areas of focus include digital skills, media literacy, online safety and child rights in a digital world.