

## **Policy and Research Assistant (Convention d'Immersion Professionnelle)**

At ASEE, we believe in a single inclusive labour market where no one is left behind and every person will find a decent job which provides for a living with dignity.

The Association for Supported Employment Europe is recruiting a Policy and Research Assistant to support its work promoting inclusive labour markets for all.

**Location:** Brussels (with working from home)

**Duration:** 6-12 months – possible extension to 12 months for interns who are not Belgian.

**Start:** September 2026

### **Who we are**

The Association for Supported Employment Europe (ASEE) is the only European umbrella network dedicated to advancing excellence in Supported Employment practice and policy. Representing national and regional organisations from 22 countries, ASEE champions labour market inclusion for people facing employment barriers, including persons with disabilities, NEETs, third-country nationals, and others at risk of social exclusion. ASEE's work combines capacity building, best practice exchange, research, strategic partnerships, and evidence-based advocacy at the EU level.

### **Main responsibilities**

- Monitor EU and selected national policy developments, EU funding calls and consultations related to employment and disability inclusion, as well as the activities of other networks active in relevant fields
- Produce written outputs, e.g. news articles, LinkedIn updates, policy briefings.
- Support the drafting of policy positions and consultation responses
- Support editorial work: proofreading, light copy-editing, and formatting of materials
- Attend meetings, webinars and conferences; take notes and prepare short meeting reports and action points.
- Assist with ASEE meetings/events' preparation and follow-up
- Gather information about completed and ongoing research and tools related to and supporting the implementation of Supported Employment.
- Carry out research regarding the business case for diversity and Supported Employment
- Perform other related tasks to support the ASEE team's activities.

### **Profile**

- Strong interest in employment policy, disability inclusion and rights, European affairs.
- Commitment to non-discrimination, equal opportunities and the rights of disadvantaged groups

- Excellent written and verbal communication in English; proficiency in another EU language is an asset.
- Strong research and synthesis skills; ability to turn complex information into concise, audience-appropriate content.
- Analytical mindset with attention to detail and accuracy.
- Proactive, reliable and able to work independently and as part of a small team.
- Good organisational skills and ability to manage multiple small tasks and deadlines.
- Comfortable with digital tools (MS Office, Zoom, AI LLMs)
- Familiarity with EU institutions, policy processes and funding instruments is an advantage.

### **What we offer**

- Practical experience in EU-level policy work related to supported employment and disability inclusion and rights.
- Mentoring from experienced staff.
- Opportunity to build networks with national and NGOs, practitioners and EU stakeholders.
- The opportunity to contribute to the strengthening of SE systems and services across Europe and labour market inclusion
- Paid internship under the CIP
- Lunch vouchers and reimbursement for travel; under terms compliant with the CIP.

### **Eligibility**

EU citizens or non-EU citizens in possession of a work permit. Students are not eligible. If the candidate is receiving unemployment benefits or is in insertion stage status, they may need prior authorisation/dispensation before starting. Please note this in the application form.

### **How to apply**

Send a CV (max 2 pages) and a completed application form, following the guidelines, to [laura@a4se.eu](mailto:laura@a4se.eu) with subject line “Policy & Research Assistant” by 21<sup>st</sup> July 23.59 CET. Only shortlisted candidates will be contacted and invited for an online interview.

### **Accessibility and equal opportunities**

We value inclusion. We select candidates based on their qualities, regardless of their age, gender, origin, beliefs, disability, nationality, etc. ASEE is an equal opportunities employer and is committed to any workplace and process adjustments/adaptations that will support an individual in this role.

We encourage applications from people with disabilities and from diverse backgrounds. If you need adjustments or support during the application process, please indicate this in your email and we would be happy to discuss it.