



Vacancy: Junior Policy Adviser

Deadline: Friday 7th March 2025

The Federation of European Securities Exchanges (FESE) is looking for a Junior Policy Adviser to work in the policy team of the organisation. The Junior Policy Adviser will report to the Head of Policy.

We are offering an exciting opportunity for career development in an international trade association with Brussels (Belgium) as the operating base, providing hybrid facilities. This position is ideal for individuals eager to learn and grow in the field of EU affairs, with a focus on financial services.

Main duties include:

- Support the ongoing regulatory and policy developments of the Association;
- Support with the preparation of briefings, agendas, working documents and minutes;
- Conduct research issues related to the work of the policy team;
- Contribute towards EU monitoring, projects, presentations, and surveys;
- Prepare the weekly newsletter.

Other tasks include:

- Support the team in the organisation of meetings, events and social media;
- Updating and managing the contact database.

Applicants should have:

- A master's degree, ideally with at least 1 year of relevant professional experience, preferably in an EU trade association or similar;
- Some knowledge/understanding of and interest in financial services and their policy implications is essential;
- Good organisational skills, attention to detail, be proactive, result-oriented, with a strong team spirit and interpersonal skills;
- Have the ability to meet strict deadlines;
- Understand the IT setup (Office 365) with good command in Outlook, Excel, Word, and PowerPoint;
- Fluency in English - Excellent written and oral communication skills.

Further details:

Start date: As soon as possible

Contract type: Full time, 1-year leading to permanent position. Competitive salary package, with excellent benefits.

To apply:

Please send your CV and motivation letter by email to Marián Caro, at caro@fese.eu.

Specify the title of the job offer in the subject of the email.

Only shortlisted candidates will be contacted.