

A.I.S.E. is the official representative body of the Soaps, Detergents and Maintenance Products industry in Europe. The Association is comprised of 29 national associations across Europe and beyond, covering more than 900 companies, supplying both household and professional cleaning and maintenance products and services, for a total market value of € 36,7bn.

A.I.S.E.'s mission is to act through its network as the industry's expert and valued voice in Europe. It ensures and maintains open dialogue with EU institutions, international organisations, NGOs, industry partners and other stakeholders. This is to enable the cleaning and maintenance products industry to achieve its goal of a sustainable future for all while improving the environment in which the industry operates.

A.I.S.E., located in Brussels with a permanent staff of 16 multicultural and dynamic professionals, is recruiting a

Legal and Public Affairs Manager (M/F)

She/He will report to the Director General on internal governance and legal matters and to the Head of External Affairs on advocacy and public affairs matters. She/he will provide input and support for the successful implementation of the association's strategy in line with the vision and mission set forth.

Your responsibilities

- Support the Director General on internal legal matter related to the governance of the association and setting up of industry voluntary initiatives.
- Support the Director of the Public Affairs and collaborate with the regulatory affairs, sustainability, and communications departments.

He/she will also interact with EU decision-makers, industry stakeholders, value-chain partners and as well as the association's members, including its network of National Associations.

Your main activities

Governance and internal legal matters (ca. 0.5 FTE):

- Assist the DG in the governance of the association in the supervision of relevant legal aspects including the association's statutes (such as changes, updates), support to Board meetings (draft minutes, agenda, follow-up actions), membership matters (compliance with Statutes, applications for membership, other queries), and the preparation to the annual General Assembly.
- Ensure compliance with competition law for the secretariat and the membership (during meetings, in the setting up of voluntary initiatives, etc.).
- Follow up on contracts (consultants, providers, etc.).
- Coordinate input from companies on legal matters for specific dossiers.

External affairs matters (ca. 0.5 FTE):

- Provide support in the development and implementation of advocacy strategies for the political priorities of the association and coordinate input from experts on relevant topics (e.g. sustainability, industry reputation, chemical policy, etc.).
- Help build and develop contacts with EU officials, in particular members of the European Parliament.
- Monitor EU policy and regulatory developments and provide support to members on those matters.
- Draft key messages, position papers and presentations for the membership and external audience

- Support in the organisation of internal meetings, in particular of the Public Affairs Committee (agenda, meetings, follow-ups etc.).

Your profile

- A university degree in European law, political science or similar.
- A combination of EU legal and public affairs expertise and knowhow in association governance, reputation building, regulatory affairs and advocacy (3-5 years' experience).
- A politically savvy individual with strategic and conceptual thinking.
- A solid understanding of the functioning of the EU institutions and EU decision-making process.
- Ability to translate technical dossiers into easy to understand layman English and to communicate in a diplomatic style.
- Good organisational skills, ability to handle and coordinate several dossiers/projects at the same time, and good knowledge of IT tools.
- Knowledge of the detergents sector/ chemical policy and/ or experience working within the EU institution are advantage.
- Team-player with an open and international mind-set and ideas for initiatives.

Remuneration

An attractive package will be offered to the candidate.

Contact

By 28 February 2020, please send your application to Caroline Dubois (caroline.dubois@aise.eu) at A.I.S.E., Boulevard du Souverain 165 - 4th floor 1160 Brussels Belgium; <http://www.aise.eu>.

All applications will be handled confidentially.

By sending your CV for the purpose of applying to this position, you understand and agree that said CV and the personal information contained herein or that you shall provide during the selection process, (interviews, emails, etc), including an external consultant, shall be processed by the association with a view to assess your candidacy for the open positions as well as building up a recruitment reserve for future positions. Such processing is justified by the legitimate interest of the association. The data shall not be held longer than necessary and in any case not more than 1 year. [Unless if you are hired in which case your CV shall be held in the data base relating to your employment.] You have the right to obtain without any costs and at any time access to your personal data, to correct it, erase it, limit their use, oppose to the processing or request the portability of the data. You have the right to file a complaint to the data privacy commission. You hereby certify that the data are accurate and consent to the extent allowed by law to a pre-employment background check by the association and seeking references to confirm the data provided.

