

## **Recruitment Profile — Programme & Project Support Officer**

### **Bio-based Industries Consortium (BIC)**

**Position:** Programme & Project Support Officer

**Reporting to:** Head of Programming and Innovation

**Location:** Brussels, Belgium with flexibility to telework

**Contract type:** Permanent / fixed-term

**Employment:** Full-time

**Based in:** on-site Brussels

**Starting date:** as from November 2026

**Application deadline:** 16/10/2026

### **About BIC**

The [Bio-based Industries Consortium \(BIC\)](#) is the industry association representing the private side of the Circular Bio-based Europe Joint Undertaking (CBE JU), a public-private partnership between the European Union and industry supporting the development of a sustainable, circular bio-based economy in Europe. BIC brings together companies, clusters, and organisations across the entire bio-based value chain, helping shape research and innovation priorities and connecting members with EU funding opportunities.

### **About the role**

The Bio-based Industries Consortium (BIC) is seeking a motivated and proactive Programme & Project Support Officer (PPSO) to join its team in Brussels. The successful candidate will support the implementation of BIC activities and programmes, with a particular focus on EU-funded projects, members engagement, programme coordination and monitoring, and coordination of BIC's student competition BISC-E .

The position offers an opportunity to work at the interface between industry, research, innovation and European policy, contributing to the development of Europe's circular and bio-based economy.

### **Key responsibilities**

Working under the supervision of the Head of Programming and Innovation, the successful candidate will:

- Coordinate [BISC-E](#), the European student competition sponsored by BIC. Liaise with the coordinators of the national competitions, support the organisation of the European final event, coordinate with the student teams and the expert jury.
- Support the coordination and monitoring of BIC programmes such as the [BIC open innovation competition](#)
- Support BIC staff in members engagement and membership management.

- Support BIC staff participating to EU-funded projects. Assist in the preparation, implementation and follow-up of project activities, deliverables and milestones.
- Contribute to the preparation of meetings, workshops, project reviews and stakeholder events. Support the organisation of events (online and in-person), liaise with speakers, collect presentations from members, moderate pitching sessions.
- Prepare presentations, briefing notes, reports and other programme documentation.
- Collect and analyse information relevant to bio-based industries, innovation and EU funding programmes.
- Provide administrative and organisational support to the Head of programming and innovation and to the wider BIC team.

## Profile

### Essential:

- University degree in European affairs, business, economics, science, engineering, sustainability, project management or a related discipline.
- Initial professional experience in EU-funded projects, programme management, research & innovation or stakeholder coordination.
- Good understanding of the European institutional and funding environment, particularly Horizon Europe.
- Excellent organisational skills, with the ability to manage several activities and deadlines simultaneously
- Excellent analytical skills, with the ability of processing large amounts of information in a short time
- Strong written and verbal communication skills in English.
- Ability to work independently while contributing effectively to a team.

### Desirable:

- Experience with Horizon Europe, CBE JU or other EU research and innovation programmes.
- Knowledge of the bio-based industries, circular economy, biotechnology or related sectors.
- Experience working with industry associations, European projects, public institutions or multi-stakeholder organisations.

### What we offer

- A position at the heart of Europe's **bio-based and circular economy ecosystem**.
- Exposure to leading European companies, research organisations and innovation stakeholders.
- The opportunity to work on high-impact European programmes and projects.
- A dynamic, international and collaborative working environment in Brussels.
- Professional development opportunities and direct interaction with European institutions and industry stakeholders.

**Applications:** Candidates should submit a CV and a short motivation letter explaining their interest in the position and relevant experience.

### Equal opportunities

BIC is committed to equal opportunities and values diversity in its team. We welcome applications from all qualified candidates regardless of gender, age, disability, ethnic or social origin, religion or belief, or sexual orientation.

### **How to apply**

Candidates should submit a CV and a short motivation letter explaining their interest in the position and relevant experience to [job@biconsortium.eu](mailto:job@biconsortium.eu) by **16/10/2026**, quoting "Programme & Project Support Officer" in the subject line. Please name your CV and motivation letter PDF files as follows: **Last name\_First name\_CV** and **Last name\_First name\_Motivation letter**.