

Brussels, 16 January 2025

## Job Description: Junior Designer at BEDA (The Bureau of European Design Associations)

### Role Overview:

**BEDA (The Bureau of European Design Associations) seeks** an experienced and motivated **part-time Junior Designer** to support implementing various EU-funded projects, particularly under the ERASMUS+, Creative Europe, and HORIZON Programmes. In this role, you will be pivotal in delivering effective communication with multiple stakeholders, thus strengthening the design industry's capacity to address current social, environmental, and technological challenges. This is an exciting opportunity for a highly organised and proactive individual to contribute to meaningful initiatives that advance design's role in tackling some of Europe's most pressing issues.

### Key Responsibilities:

Your responsibilities will include the day-to-day designerly tasks of projects and ensuring effective communication and collaboration with project partners, stakeholders, and European Commission services.

### Specific responsibilities:

- Create a comprehensive and inclusive Corporate Design for MADres in an Umbrella Brand Design structure.
- Develop and support standardised communication frameworks for social media – from moving images to postings.
- Develop and support the set up of standardised communication frameworks for events, and it's according to communication.
- Support the network and communication manager in its operational tasks – particularly in Social Media Topics.
- Work closely with the MADres and BEDA team to ensure implementation of the developed design and standards.
- Create short clips for communication about events and meetings according to the CD Standards.
- Set up and handling of social media content creation software
- Attendance of meetings to ensure deadlines are met, and design topics are covered
- Willingness to travel

## Candidate profile

- **Experience:** Demonstrated first experience in Corporate Design and Agencies workflows
- **Strategic Thinking:** Proven ability to think strategically, understand the strategic framework and actions and to incorporate those into the design process
- **Communication Skills:** Good communication skills to effectively communicate and support the design development. Full professional proficiency in English (written and spoken); additional European languages, particularly French, are an asset.
- **Collaboration:** Proven ability to foster collaboration and engagement among diverse partners and stakeholders, ensuring alignment and shared ownership of project objectives.
- **Innovation and Adaptability:** Comfortable working in dynamic and evolving environments, with a strong commitment to innovation and adaptability to ensure project success.
- **Educational Background:** A degree in communication and/or media design

## Business Arrangement

The role is remote on a fixed term (up to 4 years) employment basis in the country where you are based. Travelling to specific meetings in various European locations will be required. BEDA will cover travel expenses. BEDA follows a Byod (Bring your own Device) Policy to access BEDA's Cloud Services and Software Bundles. The legal and payment framework of your employment is within your home country.

### Time commitment:

**0,75 FTE\* employment** between 1 March 2025 and 15 OCT 2025

0,20 FTE\* employment between 15 Oct 2025 and 01 March 2029

The time is split between BEDA Office Tasks and EU-funded project MADres. The time you require per month may vary depending on the outlined tasks. It is at your discretion what time and on which days of the week you complete your tasks; however, it must comply with fulfilling the given deadlines. We appreciate one working day, which is an obligatory work day with the MADres team; besides this, it is under your discretion at what time and on which days of the week you complete your tasks; however, it must comply with fulfilling the given deadlines.

\*BEDA defines 1 FTE as 40h per week

### Remuneration: Competitive TBD

Your salary will be paid in Euro.

## Why Join BEDA

You'll be at the forefront of shaping the European design landscape, contributing to innovative strategies that drive the design industry's growth. This role offers a unique opportunity to work with diverse partners, influence policy development, and leave a lasting impact on the creative ecosystem in Europe.

If you're ready to take on a challenging yet rewarding role that will influence the future of European design, we'd love to hear from you. Apply now to be part of shaping the future of design in Europe!

To apply, please send your CV, including salary expectations, to [office@beda.org](mailto:office@beda.org) by **18th February 2025**.