

Brussels, 16 January 2025

Job Description: Research Assistant at BEDA (The Bureau of European Design Associations)

Role Overview:

BEDA (The Bureau of European Design Associations) is seeking a highly motivated and creative **part-time Research Assistant** with an academic background in Design to support the implementation of an EU-funded research project investigating the impact and potential of the design practice. In this role, you will play a key part in conducting research, analysing data, and contributing to developing new knowledge and insights within the design field. This is an exciting opportunity for a research-oriented individual to contribute to meaningful research that will advance our understanding of how design supports transformation processes on the one hand and how emerging technologies transform the design landscape on the other.

Key Responsibilities:

We seek a highly motivated and creative individual with an academic background in Design or a related field. The successful candidate will possess a keen interest in design research and a proven ability to conduct independent research and contribute to collaborative projects.

Specific responsibilities:

Research & Development:

- Conduct literature reviews on design practice, its impact, and relevant research methodologies.
- Develop and execute research plans, including data collection, analysis, and synthesis.
- Contribute to the development of a design research methodology framework.

Research Management & Administration:

- Manage day-to-day research activities, including scheduling, record-keeping, and meeting organization.
- Support the Project Management and the Administrative Assistant in case of research and collaboration relevant topics
- Ensure academic standards in research
- Formulate detailed project plans and ensure alignment with project objectives.

- Monitor project progress, prepare progress reports, and present findings to stakeholders.

Collaboration & Engagement:

- Build and maintain relationships with collaborators and stakeholders.
- Travel as needed for meetings, data collection, and presentations.
- Contribute to public engagement activities, including website and social media updates.

Communication & Dissemination:

- Write research papers for publication in academic journals.
- Present research findings at conferences and to external stakeholders.
- Develop measures to showcase research findings.

General:

- Contribute to the development of new research ideas and project directions.
- Undertake other duties as reasonably requested.

Candidate profile

Research & Academic: A bachelor's degree, research experience, strong analytical skills, and a first publication record are pluses.

Design & Technical: In-depth design knowledge, excellent communication and visualisation skills, and proficiency in design tools. Media production skills are a plus.

Project Management: Strong organisational skills, collaborative experience, effective communication, and the ability to meet deadlines.

Professional Attributes: Capable of teamwork, Problem-solving, IT savvy, travel readiness, and highly motivated work ethic

Communication Skills: Full professional proficiency in English (written and spoken); additional European languages, particularly French, are an asset.

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: 0.5 FTE between 1 March 2025 and 1 March 2029

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 by **18th February 2025**.