



*Insurance Europe is the European insurance and reinsurance federation. Through its 39 member bodies — the national insurance associations — it represents insurance and reinsurance undertakings active in Europe and advocates for policies and conditions that support the sector in delivering value to individuals, businesses, and the broader economy.*

Insurance Europe is an equal opportunity employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce. Applications from disabled candidates are encouraged.

We are looking for a:

### Chief of Staff

#### Role Overview

The **Chief of Staff** plays a pivotal role in shaping and driving Insurance Europe's **strategic vision**, ensuring effective engagement with **EU institutions, industry stakeholders, and policymakers**. As a key advisor to the **Director-General**, the Chief of Staff will ensure the smooth coordination of our **advocacy efforts, policy communication, and stakeholder engagement**, while driving and overseeing internal governance and efforts towards this purpose.

#### Key Responsibilities

##### Strategic Planning

- Lead the development, of the **strategic engagement and policy communication plan**, aligning advocacy priorities with industry needs and the EU policy agenda. Work with senior leadership on the strategy coordination and execution.
- Act as a **thought partner** to the Director-General and senior leadership supporting high-level decision-making and identifying emerging risks and opportunities
- Ensure seamless coordination between **policy, public affairs, and communications efforts**, driving a unified and impactful strategy.
- Oversee the **annual policy and engagement roadmap**, ensuring measurable impact.

##### Stakeholder Engagement

- Act as a bridge with **members' representatives, including the Executive Committee and General Assembly, policymakers, and external partners**, ensuring alignment on priorities.
- Develop and manage strategic relationships with **EU institutions (Commission, Parliament, Council), regulatory bodies, and industry alliances**.
- Together with the leadership group represent the association in **key meetings, committees and high-level policy dialogues**.
- Support the **Director-General and leadership** in preparing for key engagements and industry forums.

##### Policy Communication & Advocacy

- Ensure that **policy positions and advocacy messaging** are clear, compelling, and aligned with EU political and legislative developments.
- Oversee the creation of **high-impact reports, briefings, and policy statements**, working closely with policy and communications teams.
- Lead the development of **advocacy campaigns and stakeholder engagement strategies**, ensuring the association's voice is heard at EU level.



- Provide strategic guidance on **media engagement, crisis communication, and reputational management.**

#### Internal Leadership & Governance

- Support the Director-General in managing **board relations**, ensuring effective governance, strategic discussions, and decision-making.
- Oversee internal coordination, ensuring that **cross-functional teams are aligned on strategic objectives.**
- Contribute to the development of internal policies and procedures that enhance the efficiency and effectiveness of the association's strategic and public affairs policies.
- Lead **special strategic initiatives**, ensuring timely execution and impact.

#### Event and thought Leadership

- Oversee the planning and execution of high-profile industry events, policy roundtables, and stakeholder summits.
- Position the association as a thought leader in the EU policy space, fostering strategic alliances and partnerships.
- Represent the organization at public engagements, panels, and industry conferences.

#### **Key Qualifications & Experience**

- Proven experience in **EU public affairs, strategic advisory, or leadership roles** within an industry association, consultancy, or policy environment.
- Strong understanding of **EU policymaking, regulatory processes, and stakeholder engagement.**
- Exceptional ability to translate **complex policy issues into clear messaging and impactful advocacy strategies.**
- Excellent communication skills, with experience in **high-level stakeholder engagement and public speaking.**
- Strong strategic thinking, problem-solving, and project management skills.
- Experience working with **boards, senior executives, and institutional stakeholders.**
- Ability to thrive in a **fast-paced, political, and stakeholder-driven environment.**

#### **Why Join?**

This is a unique opportunity to take on a **high-impact leading role**, directly shaping the strategic direction of an influential industry association in Brussels. If you are a **strategic thinker, skilled communicator, and experienced in EU affairs**, this role offers a **dynamic platform to drive meaningful industry change.**

We offer comprehensive benefits such as the following:

- Competitive compensation package.
- A group and health insurance package that includes additional pension and life insurance entitlements as well as a full health plan including dental coverage.
- Benefit from allowances that support working from home
- A working from home policy and remote work policy allowing for up to three days of home office depending on professional commitments and legal requirements
- At Insurance Europe, we understand the importance of work-life balance. That's why we offer a generous holiday package of 33 days of holiday.
- A structured approach to learning and development with a broad range of training opportunities
- Supportive environment: work in a collaborative and supportive environment that values diversity and empowers staff to reach their full potential.



**Contact**

Please address application letters and curriculum vitae to Insurance Europe at latest by 4 April 2025, Rue Du Champs De Mars 23, 1050 Brussels for the attention of Koen Ameye (e-mail: [hr@insuranceeurope.eu](mailto:hr@insuranceeurope.eu)).