

CALL FOR APPLICATIONS

Facilitation Assistants for the EU Citizens Panel on Preparedness, 2026

Deadline for applications: 4th of February 2026

A Unique Professional Opportunity

Deliberative democracy is becoming a cornerstone of decision-making in the European Union. European Citizens' Panels bring together randomly selected citizens from all 27 EU Member States to shape policy recommendations for the European Commission. As a facilitation assistant, you will be given a specific task at the heart of this process, gaining rare, hands-on experience in high-level European democratic innovation.

Building on the success of the Conference on the Future of Europe and several New Generation European Citizens' Panels, the European Commission is launching an EU Citizens' Panel on preparedness to crises. This EU-level Citizen's Assembly provides an exclusive space for EU citizens to help co-create the EU strategy for preparedness.

About the Project

Over three intensive weekends, two in Brussels and one online, 150 participants will develop concrete policy recommendations to address preparedness to crises. You can read more about the panel here: https://citizens.ec.europa.eu/online-debate-preparedness_en

The Assembly is implemented by Democracy x, nexus Institut and Deliberativa, three leading organisations in participatory democratic engagement. We are now building a pool of facilitation assistants based in Brussels or its surroundings to offer their services in support of facilitators and participants, and to contribute directly to the Assembly's success.

Why Apply?

This role is an exceptional learning and career-building opportunity. You will gain practical experience in facilitation, multilingual deliberation, EU policymaking processes, and collaborative work in an international professional environment. It is a strong asset for anyone interested in EU affairs, democratic innovation, public policy, research, facilitation, or international project work.

Beyond valuable skills and professional exposure, you will work closely with experienced facilitators, expand your international network, and make a tangible contribution to shaping European policy discussions.

Your Role as a Facilitation Assistant

You will work closely with a professional facilitator to support discussions in a small working group of around 12 participants from different EU countries. While participants speak in their native languages, professional interpreters ensure smooth communication.

Your core responsibility is to support the facilitation of citizens by taking structured notes in English during group discussions and providing logistical and organisational support. These services are expected to be performed independently and with professional care.

Profile and Requirements

You should:

- Be fluent in English, with excellent writing and note-taking skills
- Feel comfortable working in multilingual and intercultural settings
- Be available for all three Assembly sessions in Brussels (Friday to Sunday)
- Participate in all briefing and training sessions
- Be proactive, adaptable, and reliable
- Be based in Brussels or the surrounding area (travel and accommodation are not covered)
- Be confident using digital tools such as Word, Excel, and MS Teams
- Have strong interpersonal skills and enjoy working in a team
- Show curiosity and interest in EU affairs and participatory democracy

Previous experience in deliberative or participatory processes is not required. Motivation, curiosity, and a genuine interest in democratic innovation are highly valued.

Assembly Dates and Commitment

The Assembly takes place in Brussels, in the European Commission buildings, over three weekends. Full availability is required for each session.

- March 20th-22nd (physically in Brussels)
- April 24th-26th (online)
- May 22nd-24th (physically in Brussels)

Remuneration

A remuneration of 920 EUR is provided under a formal freelance support service contract, covering participation in the three Assembly sessions as well as required briefings ahead of the panel.

Who Can Apply

We welcome applications from students, trainees, early-career professionals, and individuals currently in a professional transition who are eager to develop new skills and gain meaningful experience.

How to Apply

Please send your CV and a short motivation statement focusing on why you would be right for the task (maximum 250 words) to:

Mark Beanland at mhb@demx.dk and Sigrid Neuhaus at svn@demx.dk.

Be sure to highlight your language skills, availability, relevant experience, and how long you plan to stay in Brussels (e.g. duration of studies or internship).

If you are unsure about your availability for all dates, we still encourage you to apply. We aim to build a pool of facilitation assistants and may contact you for future opportunities.