

PARTNERSHIPS & PROJECTS OFFICER

You can make a difference by supporting the growth of Small Business Standards (SBS). Help us demonstrate how and when standardisation adds value to SMEs and their intermediaries across Europe and across sectors. Learn how to refine and communicate the unique value proposition of SBS by fostering partnerships, identifying and implementing projects, or participating in developing targeted communication strategies. If you enjoy working in an international environment and building personal connections with a wide variety of stakeholders, and if you have the can-do attitude and autonomy needed to thrive in a small, diverse team, you may be the right person to join our team in Brussels as a Partnerships & Projects Officer!

Main tasks and responsibilities:

Partnership development and stakeholder engagement

- Identify, approach and develop relationships with new SME intermediary organisations across Europe;
- Promote SBS activities, services and membership opportunities to potential partners and stakeholders;
- Contribute to the development and strengthening of SBS's network and ecosystem;
- Help refine and communicate the value proposition of SBS towards SMEs and SME intermediaries;
- Support the communication activities of SBS towards its members and external stakeholders;

Project coordination and working groups

- Assist in the management and coordination of European projects related to standardisation (including Horizon Europe and similar programmes);
- Coordinate contributions from partners and experts, follow up on deadlines, reporting obligations and deliverables;
- Support the drafting and development of new project proposals;
- Support the management of SBS technical working groups in cooperation with chairpersons and stakeholders;
- Assist in the organisation of meetings, workshops, conferences and training sessions, including logistical coordination and preparation of agendas, background documents and reports.

Qualifications, skills and competences:

- Strong interpersonal and communication skills with the confidence to engage new contacts and develop partnerships;
- Business development mindset and willingness to proactively reach out to organisations and stakeholders;
- Ability to work autonomously, take initiative and demonstrate a hands-on, solution-oriented attitude;
- Previous experience (1–3 years) in a similar position or sales environment is an asset
- Excellent written and spoken English; additional European languages are an asset;
- Project management and coordination skills. Experience with European projects would be an advantage.

What we are offering:

- A full-time contract (37.5 hours/week) based in Brussels;
- A competitive salary paid over 13.92 months;
- A generous benefits package including meal vouchers, medical insurance, extra-legal holidays and a flexible remote working policy (up to 3 days per week).

The selected candidate is expected to start in September.

Applications:

Applications should be sent to the attention of M. Jon Echanove, SBS Secretary General, (info@sbs-sme.eu) by 14 June 2026.

Please include:

- a CV
- a cover letter outlining your suitability for the role, including how your experience and personality would support the challenges of partnership development, outreach and service promotion towards SME intermediaries.

Please mention “Partnerships & Projects Officer” in the subject line. Only shortlisted candidates will be contacted.

About SBS:

[Small Business Standards](#) (SBS) is the European organisation representing and defending Small and Medium-sized Enterprises (SMEs) in standardisation. Co-financed by the EU and EFTA, SBS advises and supports SMEs and SME organisations across Europe on how best to influence the standardisation process at European and International level.

Small Business Standards aisbl

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