

Exciting Opportunity: Join Social Services Europe as Coordinator!

Location: Brussels, Belgium

Position: Part-time (50-75%)

Salary: depending on candidate's experience, the % work/week agreed and within the standards of European Social NGOs for similar positions. Estimate can be shared on request.

About Us:

Are you passionate about making a difference in social services across Europe? Social Services Europe (SSE) is the largest European network of not-for-profit social and health care service providers. With nine influential member organisations, we represent over 200,000 social services across all EU Member States. As a recognised partner of the European Institutions and Social Partners, we are at the forefront of shaping social policies.

Our esteemed members include Caritas Europa, CEDAG, CECOP, Eurodiaconia, European Ageing Network, EASPD, European Platform for Rehabilitation, FEANTSA, and the Red Cross EU Office.

Your Role:

We are on the lookout for a dynamic and motivated Coordinator to join our team in Brussels. This is a unique opportunity to take a leading role in fostering a supportive policy environment at the European level, ensuring that social services can effectively reach those in need of support.

What You'll Do:

This role is a blend of coordination, management, policy development, project implementation, and communication. You will work closely with the President of Social Services Europe (currently: Thomas Bignal, Secretary General EASPD) and be supported by a part-time Junior Project Officer. The position offers flexibility, ranging from 50% to 75% time commitment, tailored to your experience and suitability.

Key Responsibilities:

- **Governance and Organizational Development:**
 - Collaborate with Board members to uphold strong governance processes.
 - Organise and facilitate Board and Working Group meetings.
 - Assist the President and Treasurer with legal and financial reporting.
 - Maintain and manage the SSE document archive.
 - Drive the growth of SSE by identifying potential member organisations and funding opportunities.
 - Supervise the Junior Project Officer, focusing on project execution, communications, and administrative tasks.
- **Policy Influence:**
 - Spearhead the implementation of the SSE work program, with an emphasis on next EU Budget, Public Procurement and State Aid, the Social Economy as well as general EU Social Policy.

- Plan and execute internal and external events in partnership with SSE members.
- Craft insightful policy papers, statements, letters and publications, with SSE members.
- Represent SSE at key events and meetings.
- **Project Management:**
 - Ensure SSE meets its project obligations (for instance, Care4Skills), including through effective management and supervision of Junior Project Officer.

Who We're Looking For:

- We seek an exceptional individual with a passion for organisational development, a knack for policy advocacy, and strong project management skills (see above responsibilities).
- At least 5 years of experience in relevant positions are expected.
- Excellent knowledge of EU institutions and EU policy making processes.
- Excellent oral/ written communication skills in English. Other languages (especially French or Dutch) are an asset.
- Interpersonal skills: optimist and constructive attitude towards work and towards building good interpersonal relations with colleagues (Junior Officer)/ active listener.
- Professionalism: conducting themselves with integrity, accountability and good external representation skills to represent SSE in high level meetings.

How to apply

Please send a motivation letter of no more than 1 page and your CV, outlining why you meet the specific requirements and tasks of the post as outlined in the job description to info@socialserviceurope.eu by 10th August EOB. Please add your name in the subject of the email. Please note that all applicants must hold the existing right to work in the European Union and due to the high number of applications anticipated we will only reply to those who have been shortlisted. Interviews will take place on the 14th August (face-to-face & online).