



**Call for Applications**  
**Junior Project and Communication Officer & Administrative Assistant**  
**Part-time – 19 hours per week**

[Social Services Europe](#) (SSE) is a network of eight European umbrella organisations – comprising Caritas Europa, CEDAG, E.A.N., EASPD, EPR, Eurodiaconia, FEANTSA and the Red Cross EU Office – representing over 200,000 not-for-profit social and health care organisations. We are active in a sector employing over 11 million people, of which about half are employed by social economy organisations. All members of the network taken together, Social Services Europe is **represented in all EU MS**; some members also have membership all across Europe beyond the EU.

Our national members **support millions of people in various stages in life**, such as children, the elderly, persons with disabilities, people at risk or experiencing poverty and social exclusion, homeless people, migrants and asylum seekers and other vulnerable groups. They offer **care, support, guidance, education, and training services**, also with the aim to empower the people needing them. One important working area is “Funding of and Investment in Social Services”.

To support our work, we are recruiting a **Junior Project Officer** (m/f/d) is a part time position of 19 hours per week. The length of contract is 18 months (until 30 April 2026) from an anticipated start date of 1 (or 15) November 2024.

**Overview of the role**

Reporting to the **SSE Policy and Project Coordinator**, the role is designed to provide support in relation to administrative and financial tasks and to support the implementation of an ERASMUS+ funded [Care For Skills \(C4S\) Project](#). SSE is part of the consortium running this project. The post holder will support the project work allocated to SSE and work collaboratively with the other project partners to ensure an effective implementation, monitoring and evaluation of the [Care For Skills \(C4S\) Project](#), in particular of the Large-Scale Skills Partnership in Long-Term Care. Other tasks are linked to SSE’s communication activities and webpage and SSE’s meetings and events.

**Specific tasks will include:**

- Co-responsibility for the preparation, organisation and follow-up of meetings and workshops in the framework of the [Care For Skills \(C4S\) Project](#), including the Large-Scale Skills Partnership in Long-Term Care;
- Involvement in the application of the Quality Assurance Framework and co-responsibility for the drafting of Evaluation Reports in the context of the [Care For Skills \(C4S\) Project](#)
- Project financial and technical follow-up, daily operations in the context of the project implementation, ensuring compliance with relevant EC regulations, support in applications;
- Preparation of financial/administrative deliverables and financial and narrative reports;
- Co-ordination with the project lead partner and other project partners;
- Representation of Social Services Europe at meetings of the project consortium;
- Supporting the administrative and financial tasks of Social Services Europe.
- Co-responsibility for SSE’s communication activities and webpage
- Supporting the preparation, organisation and follow-up of SSE meetings and events.

## Profile

### Essential

- Degree in relevant disciplines (e.g.: economics, political science, sociology, law, regional development, business management, EU affairs);
- Good knowledge of EU Funds and European social policy;
- Experience in project work and project finances, quality management (tools) and evaluation;
- Experience in (EU) project administration, communication and the organisation of meetings;
- Fluency in English and at least one additional European language; a good knowledge of either French or Dutch is an advantage;
- Excellent computer skills, in particular a very good command of MS Office;
- Ability to work autonomously and with excellent attention to detail and accuracy;
- Strong organisational and time management skills, ability to multi-task, prioritise tasks effectively and respect deadlines.

### Desired

- At least 2 years of experience in project management, including budget administration skills;
- Experience working in a (EU-level or national) not-for-profit or governmental organisation;
- Knowledge of social services sector and/or social economy.

## Terms of the contract

- The selected person must have an existing valid permit to work in the EU and be willing to live in Belgium.
- 50% contract for 18 months, i.e. 19 hours per week, starting on 1 or 15 November 2024.
- Remuneration according to Belgian legislation CP 319 and in the range of 1,500€ to 1,700€ gross per month, dependent on experience. Lunch vouchers of 5.91€ per working day are also provided.
- The position can be combined with a maximum part-time contract with another organisation.

## What we offer

- The opportunity to work in a key EU-level network of social NGOs that create social impact.
- A chance to learn more about the social services sector and their providers across Europe.
- The possibility to contribute to the building of a more social and inclusive Europe.
- Working in a dynamic multicultural environment.

## Application procedure

- If you feel that you have the skills and competences for the job and could fit into the SSE team, please **email your CV and (max. 1 page) motivation letter** to Mr. Mathias Maucher: [mathias.maucher@socialserviceseurope.eu](mailto:mathias.maucher@socialserviceseurope.eu). Please indicate in the subject line your "SSE + your name + application JPCOAA".
- The **deadline** for applications is **Tuesday, 15 October 2024, 23:59**. It is anticipated that interviews will take place in the two weeks after.
- **SSE regrets that we are unable to acknowledge all applications received.** Please note that only suitable candidates will be contacted and invited for a job interview.