



Social Services Europe

Call for Applications Junior Project Officer 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 24 months from an anticipated start date of 1 April 2022.

Overview of the role

Reporting to the Policy and Project Coordinator, the role is designed to support the implementation of an ESF+ funded project that will create a Help Desk to support Social Services Providers in accessing EU Funds. Social Services Europe is part of the consortium running this project and the post holder will support the specific project work allocated to Social Services Europe as well as work collaboratively with the other project partners to ensure an effective implementation, monitoring and evaluation of the Social Services Helpdesk.

Specific tasks will include:

- Carrying out research and mapping exercises on the current state of play on EU financing and existing levels of relevant knowledge among stakeholders.
- Co-responsibility for the preparation, organisation and follow-up of workshops (cross-sectoral policy workshops) and conferences under the responsibility of Social Services Europe;
- Involvement in the elaboration and rolling out of the Quality Assurance Framework (including indicators), of the Project Evaluation Plan; co-responsibility for drafting of evaluation reports
- Project financial and technical follow-up, daily operations in the context of the project implementation, ensuring compliance with relevant EC regulations;
- 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;
- Support the overarching activities of Social Services Europe.

Profile

Essential

- Degree in relevant disciplines (e.g.: economics, political science, sociology, law, regional development, business management, EU affairs);
- Solid knowledge of EU Funds and European social policy;
- Experience in project evaluation and project quality management (tools);
- Experience in (EU) project administration, communication and the organisation of meetings;
- Fluency in English and at least one additional European language;
- 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 24 months, i.e. 19 hours per week, starting on 1 April 2022.
- Remuneration according to Belgian legislation CP 319 and in the range of 1,000€ to 1,100€ gross per month, dependent on experience. Lunch vouchers of 5.91€ per working day are also provided.
- The position might be combined with a 20% to 50% contract with a partner 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. one page) motivation letter** to Mr Mathias Maucher: info@socialserviceseuropa.eu. Please indicate in the subject your name + application SSHD.
- The **deadline** for applications is **25 February 2022**. It is anticipated that interviews will take place in the week 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.

Background information on the Social Services Helpdesk

- *The Social Services Helpdesk is a two-years project which is co-funded by DG EMPL from ESF+ money. It has three main objectives: 1) Raise awareness and understanding about ESF+ and React-EU and other relevant EU funds; 2) Facilitate the use of and access to EU funds for social services; and 3) Facilitate exchange and co-operation between Managing Authorities, social services and the European Commission*
- *By doing so, it will help Managing Authorities to use ESF+, React EU and other EU funds for quality interventions in the field of social services - in line with European social, employment and health policy objectives and to support the implementation of the European Pillar of Social Rights Action Plan – and to support social service providers in accessing and using such funds.*
- *The COVID-19 pandemic has shown the relevance and resilience of the social services sector, but also exposed challenges, including underfunding and existing barriers to access ESF+, React EU and other EU funds and investment needs to recover from the pandemic and to innovate.*