

# SEE is recruiting a Project & Policy Officer

## Full-time – Indefinite/Open-ended contract

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Social Economy Europe (SEE), the voice of the 2.8 million social economy enterprises and organisations in the European Union, that unites 20 national and European social economy networks, is recruiting a motivated **Projects and Policy Officer**.

SEE is the only EU organisation representing collective interests of all social economy enterprises and organisations as cooperatives, mutuals, associations, charities foundations, social enterprises, and other social economy legal forms. Social Economy Europe is a democratic organisation ruled by its members, represented in the General Assembly and in the Board of Directors. SEE has a President and three Vice-Presidents and an operational team currently composed of two members: the Director, and the Communications Coordinator, and of an external administrative coordinator. SEE oversees the secretariat of the European Parliament's Social Economy Intergroup (formed by 80 MEPs of the main pro-EU political groups), is a member of the European Expert Group on Social Economy and social enterprises (GECES), and of the European Platform on Combatting Homelessness, as well as an observer of the European Industrial Forum, and of the United Nations Taskforce on Social and Solidarity Economy.

### Your mission

Under the guidance and in cooperation with the Director, who also acts as Project Manager:

- ❖ **You will support the implementation and animate European projects** in the field of social economy enterprises and organisation, supporting these entities, as well as its employees, and entrepreneurs to adapt and potentially act as a driver of fair green and digital transitions, including through upskilling and reskilling (Erasmus Plus- Blueprint for Sectorial Cooperation on Skills):
  - ✓ Managing the day-to-day activities, ensuring that all the deliverables are ready on time, with the right budget and with the expected quality.
  - ✓ Ensure the financial management of those projects and their budgets.
  - ✓ Animate relations with partners.
  - ✓ Document the person in charge of communication on the updating of the website and social media channels.
  - ✓ Raise awareness to policy makers and other stakeholders on the topic.
  
- ❖ **You will follow the development of a fundraising policy:**

- ✓ Identifying EU, national and private funding programmes, and opportunities, following the network's strategy.
- ✓ Answering to relevant call for proposals and tenders.
- ✓ Participating in creating and managing partnerships if needed.

**✚ You will also support director and co-lead some policy areas strongly connected to the above-mentioned projects, such as:**

- ✓ The Pact for Skills for the Social Economy and Proximity Ecosystem.
- ✓ The Transition Pathways for the Social Economy & Proximity.
- ✓ And the Industrial Forum.

## Your profile

You are a motivated person, enthusiastic to work in a small team, in a multicultural and international environment. You have excellent organisational and project implementation skills. You can handle multiple activities and projects simultaneously. You work accurately, efficiently and autonomously, even under pressure. You have the ability to communicate verbally and in writing with senior public officials and public authorities.

You can justify a minimum of 1 to 4 years of experience as a project officer or in the area of European projects. You are knowledgeable in the management of several complex European projects (grants, services contracts...) completed on time and within budget, both in terms of content and administration

You are fluent in English (and ideally in another EU official language).

A good knowledge and passion about the social economy and the European Union would be highly appreciated.

## Job description

- ▶ Contract: full-time –open-ended contract.
- ▶ Starting date: September 2022.
- ▶ Workplace: Brussels (principal place), homeworking depending on the sanitary situation. You might be required to travel across Europe occasionally.
- ▶ Approximate Monthly gross salary: 1900€ (around +/- 1,720€ net salary for single individuals).
- ▶ Advantages: Meal vouchers of 8€/ working day

## Interested?

Please, send your CV (max 2 pages) and a one-page motivation letter to [director@socialeconomy.eu.org](mailto:director@socialeconomy.eu.org) with the subject « Project & Policy Officer». The closing date/deadline for applications **is Friday 29 July 2022**. You will be contacted in the second half of August 2022, and **the selected candidate is foreseen to join SEE team in September 2022**.

