

JOB TITLE: ENGAGEMENT AND COORDINATION SENIOR OFFICER

January 2025

BACKGROUND INFORMATION

Founded in 1983, the Red Cross EU (RCEU) Office is a membership office representing the 27 National Red Cross Societies in the EU, the Norwegian Red Cross, the Icelandic Red Cross and the International Federation of Red Cross and Red Crescent Societies (IFRC). The RCEU Office helps to coordinate relations between its member organisations and EU decision-makers and stakeholders, sharing their extensive expertise in supporting people and communities experiencing vulnerability within and outside the EU. Based on our members' practical insights, we promote dignity and wellbeing by facilitating and voicing common positions and recommendations towards the EU and Member States. We also monitor European developments that could impact the implementation of our members' work, as well as supporting them to prepare joint proposals to access EU funding.

For more information, please visit <https://redcross.eu/>. You can also connect with us via [Facebook](#), [Twitter](#), and [LinkedIn](#).

JOB PURPOSE

Working under the supervision of the RCEU Office Director, the Engagement and Coordination Senior Officer will work on cross-cutting issues with the three RCEU Office units. She/he will provide services to the membership. She/he will be part of the Management Team.

KEY RESPONSIBILITIES & REQUIREMENTS**Management support**

- Coordinate input, prepare documents, send out agendas, take and disseminate minutes, including regular weekly and monthly meetings as well as mid- and end of year evaluation and planning meetings.

Transversal topics

Lead the RCEU engagement and work with members on the following files:

- EU Multi-annual Financial Framework and Annual EU budget.
- RCEU EU Humanitarian Diplomacy (HD) Framework – including preparation, organisation, monitoring and quality control of HD training sessions and materials for RCEU members, as well as the strengthening of thematic HD strategies, and the review and amendment of the framework itself.
- RCEU Monitoring & Evaluation framework – gathering information and developing the report for the RCEU annual meeting.

Coordinate, with support of the Heads of Unit, transversal topics such as:

- RCEU engagement with EU Presidency and coordination with relevant members on the EU Trio presidencies.
- Mid-term review of the RCEU Strategy.
- Development of the RCEU annual Workplan.

For this, the Senior Officer will:

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Representing National Red Cross Societies in the EU, Norway and Iceland, and the IFRC.

Address

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- Develop processes for coordination and follow up with colleagues to ensure input from across the team.
- Draft and compile content on different topics into formal documents, background papers and presentations.
- Develop different tools to gather information from members and other stakeholders.
- Reach out to members as appropriate to engage them and/or gather information.

Membership services

- Coordinate arrangements for high level meetings, including the Annual General Meeting.
- Ensure support to the members of the Coordination Group.
- Develop a membership engagement strategy and proactively follow its implementation including how RCEU Office communicates with National Societies.
- Serve as entry point for less active National Societies and actively work to engage them with the office.
- Coordinate the update of the members area and the server.

Other duties as assigned.

CANDIDATE PROFILE

Education

- Relevant university degree (minimum Bachelor level).

Experience

- At least 5 years of experience in coordinating teams and leading in coordinating the development of strategic documents.
- At least 2 years of experience in working in advocacy and preparing advocacy documents.
- Previous experience working with or in EU institutions (knowledge of the EU budgetary cycle and processes is a strong asset).
- Knowledge of topics relevant to RCEU such as disaster management, migration and social inclusion is an asset.
- Experience with the International Red Cross and Red Crescent Movement, including with a National Society, is an asset.

Skills, abilities and knowledge

- Excellent skills in analytical and strategic thinking.
- Proven advanced level of both verbal and written communication skills.
- Advanced skills in computer applications (Word, Excel, PowerPoint, and Outlook).
- Service-minded, ability to lead, coordinate, and manage from a distance.
- Self-organized, with ability to work effectively as part of a team.
- Excellent relationship building skills; ability to build and strengthen internal and external networks, and establish effective partnerships, with National Societies.
- Fluently spoken and written English.
- Good command of another IFRC official language (French, Spanish or Arabic) is an asset.

TERMS AND CONDITIONS

- Permanent contract, subject to Belgian social legislation (this requires an official registration in Belgium).
- Full time position of 38 hours per week.
- Based in Brussels, Belgium, with occasional travel within Europe.

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- The monthly gross salary ranges between EUR 3.300 and EUR 3.500, depending on experience. We further offer an attractive compensation and benefits package.

Application procedure

Please send your CV (max two pages), and a cover letter (max one page) – all in English to HR@redcross.eu by **midnight CET on 2 February 2025**.

Please include the job title and your full name in the file names, and mention “Engagement and Coordination Senior Officer” in the email subject.

Applications received after the deadline will not be considered. Only shortlisted candidates will be contacted for an interview.

The starting date will be discussed with the selected candidate.

If you do not hear back from us by 15 March 2025, unfortunately your application has not been selected.

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