

JOB TITLE: EU FUNDING OFFICER

August 2024

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

Guided by the Head of Migration and Social Inclusion (MSI) and working collaboratively with other colleagues in the MSI Unit as well as in the other Units of the Office., the EU Funding Support Officer will coordinate and develop EU internal funding-related work of the RCEU. In close coordination with other colleagues, the Officer will engage with National Societies and collect information about their engagement with intra-EU funds and identify opportunities and barriers. They will monitor, map and identify relevant EU funding opportunities and support members' access to intra-EU funds. Additionally, the Officer will have a specific focus on employment and related services. In relation to this task, the Officer will explore opportunities at EU level and engage with colleagues from National Societies to observe and understand their activities, priorities and needs on employment-related activities. The Officer will contribute to implementing the RCEU strategy, annual work plans, the Multiannual Funding Framework strategy as well as various day-to-day tasks of the Migration and Social Inclusion Unit.

KEY RESPONSIBILITIES & REQUIREMENTS**EU funding support**

- Map and collect information about member engagement with intra-EU funds and identify opportunities and barriers
- Develop a repository of previously submitted EU project funding proposals and together with other colleagues analyse and synthesise the information
- Identify relevant EU funding opportunities and support members' access to EU funds
- Collect, synthesize and present EU policy and funding information clearly and concisely to members via timely written briefings, presentations, and written and verbal updates
- Engage, listen to and support members in their intra-EU funding-related activities
- Support RCEU engagement strategy on the new EU Multiannual Funding Framework
- Coordinate and update the RCEU Funding Guide

Access to employment and related serviceswww.redcross.eu

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

Address

Rue de Trèves 59-61,
B-1040 Brussels
Belgium

Tel : +32 2 235 06 80
Fax : +32 2 230 54 64
infoboard@redcross.eu

- Map the activities, priorities and needs of members about access to employment and related services
- Monitor and analyse EU actions, policy trends and developments regarding employment
- Liaise with EU institutions, policy-makers and stakeholders to understand the opportunities for engagement

Other

- Actively contribute to the transversal tasks of the office, such as the development of internal newsletters, public communication outputs, cross-cutting advocacy initiatives and other relevant tasks as required.

CANDIDATE PROFILE

Education

- University degree in social sciences, sociology, social affairs, political science, law or other related field.

Experience

- At least 2 years of experience working in international organisations, civil society or public sector, experience in a membership organisation is an asset.
- Experience in drafting reports, papers and briefings.
- Experience in developing, managing and maintaining relationships with colleagues, external partners and policy-makers.
- Experience in the field of advocacy (developing and implementing advocacy strategies).
- Experience in the field of EU funding for social services and/or migration, EU social policies, legislation and programmes.
- Prior engagement with the International Red Cross and Red Crescent Movement, including with a National Society

TERMS AND CONDITIONS

- One year contract subject to Belgian labour 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.
- The monthly gross salary ranges between EUR 2.900 and EUR 3.100 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) – in English to HR@redcross.eu by midnight CET on 18 August 2024.

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

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

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The starting date will be discussed with the selected candidate.

If you do not hear back from us by 1 October 2024, unfortunately your application has not been selected.

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