

JOB TITLE: HEAD OF SOCIAL INCLUSION AND MIGRATION UNIT

March 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 as part of the RCEU Office team and reporting to the RCEU Office Director, the Head of the Social Inclusion and Migration Unit leads strategic and operational engagement with EU institutions and partners in social action on behalf of our members, with the overall aim of strengthening Red Cross influence and increasing resource mobilisation. They will promote Red Cross/Red Crescent policies and positions with the EU institutions and facilitate information, advice, networking, and funding opportunities to National Societies and the IFRC. The Social Inclusion and Migration Unit focuses on issues related to migration policy, social affairs and social service delivery within the EU and works closely with the other two units in the office: Disaster Management and Development and Communications. The Head of Unit will structure the work of the unit to reflect the priorities of our members, as well as undertake coordination of agreed activities of common interest to the RCEU e.g. EU annual budget, EU funding survey etc.

KEY RESPONSIBILITIES & REQUIREMENTS

- In line with the RCEU Strategy 2022-2027, develop and implement an annual strategic workplan for the Social Inclusion and Migration Unit, in close consultation with all members and relevant stakeholders.
- Supervise and manage staff in the Unit within the framework of the office systems and requirements.
- Provide progress reports to the Director.
- Contribute to the annual and monthly reports, newsletters and other publications of the RCEU Office, as well as the Monitoring and Evaluation (M&E) framework.
- Contribute to the work of other units and actively seek their input on complimentary/cross-cutting files where relevant.
- Ensure close collaboration and communication with colleagues in the IFRC Secretariat's HQ in Geneva and the Regional Office for Europe in Budapest, as well as the wider International Red Cross Red Crescent Movement (Movement) as appropriate.

Heighten Red Cross Influencewww.redcross.eu

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

Address

Rue de Trèves 59-61,
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- Maintain and develop appropriate relationships with the EU institutions, seeking to promote the visibility of the Red Cross/Red Crescent and to maximise the participation and influence of our members in relevant EU decision-making processes.
- Lead on the development of position papers and other external and internal written outputs in the field of social inclusion and migration in collaboration with our members in line with agreed Movement policies.
- Develop and maintain relationships with key European networks and sectoral allies, ensuring appropriate Red Cross/Red Crescent representation in their activities, dissemination of relevant information and support to appropriate partnerships.

Increase EU Resources

- Coordinate the resource mobilisation efforts on behalf of National Red Cross Societies and the IFRC Secretariat as per the IFRC-RCEU Playbook; ensure effective and timely briefing of members on EU funding opportunities and support for intra-community calls for proposals.
- Ensure an information base on the priorities and objectives of RCEU Office members related to EU matters, including a database on applications made to the EU for the funding of programmes and projects

Serve Members

- Oversee and coordinate the monitoring of social and migration policy and funding trends and developments from an EU perspective and ensure the provision of regular analysis for our members.
- Ensure that our members are adequately informed and advised on EU issues that require promotion/advocacy at the national level and promote peer-to-peer learning.
- Ensure advice on EU legislation, policies, programmes and application processes; organise tailored briefings/advice/support to individual members and Red Cross/Red Crescent networks as appropriate.

CANDIDATE PROFILE***Education***

- University degree level
- Legal background is an asset

Experience

- At least 10 years professional experience in the social/migration policy context at EU level.
- At least 2 years of experience in working in advocacy and preparing advocacy documents.
- Experience working in a membership organisation.
- Previous work experience in the Movement is an asset.
- Experience/knowledge of EU processes and funding mechanisms.
- Experience/knowledge in building and maintaining relationships with external partners.
- Demonstrable experience of successfully leading, building and managing a team.
- Experience working as part of a senior management team.

Skills, abilities and knowledge

- Familiarity with overall EU framework for social action and migration.
- Solid understanding of current EU institutions, structures and systems.
- Excellent skills in analytical and strategic thinking; policy development.
- Self-organised, with ability to work effectively as part of a team.
- Excellent communication skills and computer literate.

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- 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 at least another EU language (particularly French, German or Spanish).
- Other languages are an asset.

TERMS AND CONDITIONS

- Permanent 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 5,000 and EUR 5,400** 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 13 April 2025.

Please include the job title and your full name in the file names, and mention “Social Inclusion and Migration Head of Unit” 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 30 May 2025, unfortunately your application has not been selected.

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