

JOB TITLE: HEAD OF UNIT, SOCIAL INCLUSION

March 2024

BACKGROUND INFORMATION

Founded in 1983, the Red Cross EU Office (RCEU) 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).

RCEU helps to coordinate relations between its member organisations and EU decision-makers and stakeholders, sharing their extensive expertise in supporting vulnerable people and communities within and outside the EU. Based on our members' practical insights and technical experience, we promote the dignity and wellbeing of vulnerable people 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 team and in collaboration with members, the head of the Social Inclusion Unit leads strategic and operational engagement with EU institutions and partners on social action, with the overall aim of strengthening Red Cross influence and resource mobilisation. S/he will promote Red Cross/Red Crescent policies and positions towards the EU institutions and will ensure that information, advice, networking, and funding opportunities are provided to National Societies and the IFRC. The Social Inclusion Unit focuses on issues related to social action and social service delivery within the EU. It works closely with the other three Units in the office: Disaster Management and Development, Migration and Communications. The Head of Unit will structure the work of the unit to reflect the priorities of RCEU members, as well as undertake the coordination of agreed activities of cross-unit interest within RCEU e.g. EU annual budget, EU funding survey, etc.

KEY RESPONSIBILITIES

- Develop a strategic workplan for the Social Inclusion Unit that is fully aligned with the overall strategic aims and objectives of the office, in close consultation with all members and relevant stakeholders.
- Monitor social trends and developments from an EU perspective and provide regular analysis for RCEU members.
- Maintain and develop appropriate relationships with the European institutions, seeking to promote the visibility of the Red Cross/Red Crescent and maximise the participation and influence of RCEU members in relevant EU decision-making processes.
- Lead the development of position papers and comments in the field of social inclusion, in line with agreed Red Cross/Red Crescent policies.
- Advise members on EU issues that require promotion/advocacy at the national level to complement RCEU lobbying with the EU institutions.
- Provide advice on EU legislation, policies, programmes and application processes; organise tailored briefings/advice/support to individual members and Red Cross networks as appropriate.
- Explore and identify opportunities and contribute to resource mobilisation efforts on behalf of members; maintain effective and timely briefing on EU funding opportunities.

www.redcross.eu

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

Address

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infoboard@redcross.eu

- Maintain and develop an information base on members' priorities and objectives related to EU matters, including a database on applications made to the EU for the funding of programmes and projects.
- Create and maintain platforms to enhance the exchange of best practices among members in the field of social inclusion.
- Maintain communication with relevant internal and external ensuring that the EU takes Red Cross perspectives and expertise into account and that Red Cross networks benefit from opportunities resulting from EU programmes.
- Maintain relationships with key European networks (e.g. Social Services Europe), ensuring appropriate Red Cross/Red Crescent representation in their activities, dissemination of relevant information and support to appropriate partnerships.
- Supervise and manage staff in the Unit within the framework of RCEU systems and requirements.
- Provide progress reports to the Director for onward dissemination to members.
- Contribute to the annual and monthly reports, newsletters and other RCEU publications and communications materials.
- Liaise and coordinate with the International Committee of the Red Cross (ICRC) on issues of common concern and interest.
- Organise and support the coordination of members engagement on intra-community calls for proposal (Horizon Europe, CERV, EaSI, EU4HEALTH etc.) and support their humanitarian diplomacy efforts at EU level.
- Organise meetings and seminars for the Red Cross EU Office and the IFRC Secretariat on topics of mutual interest.
- Contribute to the work of other units and actively seek their input where relevant on complimentary files.
- Ensure close collaboration and communication with the IFRC Secretariat Regional Office for Europe on the files of health, Protection, Gender and Inclusion (PGI) and social inclusion.

CANDIDATE PROFILE

Education

Advanced University degree (Master's or equivalent).

Experience

- At least 5 years' professional experience in the social/health care policy context at national and cross-European levels.
- Experience working in a membership organisation and engaging in advocacy.
- Experience with the International Red Cross and Red Crescent Movement, including time in the field and/or with a National Society, is an asset.
- Experience/knowledge of EU processes and working mechanisms.
- Pertinent experience/knowledge in building and maintaining relationships with external partners.
- Demonstrable experience of successfully leading and managing a team.

Knowledge and Skills

- Familiarity with EU's overall framework for social action.
- Solid understanding of the current EU institutions, structures and systems.
- Excellent skills in analytical and strategic thinking, policy development.
- Self-organised, with the ability to work effectively as part of a team.
- Excellent communication skills and computer literacy.
- Excellent relationship building skills; ability to build and strengthen internal and external networks and establish effective partnerships with National Red Cross Societies in different countries.

Languages

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- Fluently spoken and written English.
- Good command of at least another EU language (particularly French, German or Spanish).

TERMS AND CONDITIONS

- Permanent contract, subject to Belgian Social Legislation.
- Based in Brussels, Belgium, with occasional travel within Europe.
- Full time position of 38 hours per week.
- The monthly gross salary ranges between EUR 4,800 and EUR 5,300, depending on experience. In addition, we offer RCEU holidays, teleworking fees, pension scheme, health insurance, meal vouchers and work-related public transport costs.

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 24 March 2024.

Please include the job title “Head of Unit, Social Inclusion” and your full name in the file names, and mention only “HoU, Social Inclusion” in the email subject.

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

If you do not hear back from us by 31 May 2024, unfortunately your application has not been selected.

The starting date will be discussed with the selected candidate.

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