



Vacancy: Policy and Projects Officer

About us:

Social Platform is the largest network of civil society organisations in the European Union advocating for a Social Europe. It is driven by a membership of European federations united in the fight for social justice, equality between all people, inclusion, sustainability and participatory democracy in the EU and beyond.

The deadline for applications is **13th March 2025 at 12:00 PM** (Brussels time). Interviews will be held in the week of 24th-28th March 2025. Please send your CV (maximum two pages) and motivation letter (maximum one page) to recruitment@socialplatform.org. Please do not include a photo as we anonymise applications to make the recruitment process as inclusive as possible.

Job description:

We are looking for a passionate advocate for social justice to support our work in advocating for a stronger Social Europe and contribute to the activity of a project. This project, *Sustainable wellbeing through investment in social services (SWINS)*, will look at economic and social returns of investments in social services and is financed by Horizon Europe. The officer will contribute to the project's activities as well as organise policy events and meetings and support broader Social Platform advocacy work. The position will be full-time with a contract for one year (to be renewed) based in the Social Platform office in Brussels. Travel outside Belgium will be required, but the majority of activities takes place in Belgium.

The policy and project officer will implement the project activities, contribute to policy analysis as well as contributing to other advocacy activities on social investment and social services as well as other related policy processes.

Reporting to: Secretary General of Social Platform and the Head of Policy and Advocacy.

Project implementation

- Develop or contribute to deliverables and activities of the SWINS Project.
- Ensure timely delivery of work and reporting of Social Platform contribution to the project to the highest standards.
- Coordinate with Social Platform Communication team for the dissemination of project results (e.g., publications, events, podcasts social media, blog posts etc.)
- Keep a flow of information between the project activities, Social Platform team and our membership.

- Handle contractual and financial issues with the contracting authorities, partners, and experts, under the supervision of the relevant manager; check that expenses are eligible and in line with the project budget.
- Establish, maintain and foster good relations with internal and external stakeholders, including project partners and funding bodies.

Policy analysis and briefing writing

- Track relevant EU policy developments in the field of social policies; write concise briefings on these developments to support the Policy team and our members.
- Support the policy team in drafting common positions, letters and briefings, through several rounds of feedback and approval (notably through our members) to reach a final document.
- Produce content for online publication, in accordance with our communications objectives.

Event organisation

- Support the organisation of Social Platform events.
- Organise advocacy meetings with relevant Institutional stakeholders.

Support Social Platform policy work

- Monitor and report on work programme activities according to the procedures set out internally.
- Monitor and report on project activities liaising with project partners, contribute to deliverables and timely collaborating in the different project activities.
- Represent Social Platform in project meetings and relevant coalitions.
- Participate in internal meetings to improve strategy and processes.

Fundraising support

- Liaise with Social Platform team to develop project ideas and proposals and implement project deliverables in a timely manner.
- Support the identification of relevant funding opportunities.

Person specific requirements:

- at least 3 years of experience in policy analysis, advocacy at EU Level as well as Eu project experience. Specific interest on social investment and social services would be highly desirable.
- a good understanding of a range of European social policies.
- demonstrated experience in working with the EU institutions
- experience in projects implementation
- excellent political analysis skills
- proven writing, analytical and communication skills with an ability to simplify complex issues into simple messages for traditional and social media.
- ability to represent the organisation in meetings with internal and external stakeholders
- excellent command of spoken and written English, and working knowledge of other EU languages is an advantage

- excellent command of Microsoft Office, social media tools and in-design and other design tools desirable.
- ability to meet deadlines and manage conflicting priorities, with a flexible attitude ready to adjust as required
- proven attention to details and a structured workstyle
- ability to work proactively, both autonomously and in a team
- strong and demonstrated commitment to social justice and human rights.
- Understanding of membership based organisation and NGO environment
- Compliance with Social Platform's employment rules, team principles and wellbeing approach.

What we offer:

- Be part of a unique organisation.
- Monthly salary of 3 395 Euros gross monthly in line with the Officer level of the internal salary scale
- Starting date: asap - April 2025
- A temporary employment contract for one year under Belgian law based on 37.5 hours per week to be renewed depending on funding availability.
- Holiday allowance, 13th month pay, hospitalisation and additional medical insurance, private pension scheme, representation allowance, lunch vouchers, Eco checks, transport allowance, home working allowance, bike lease possibility.
- Flexible working arrangements.