

## **Policy, Project and Organisation Co-ordinator – Social Services Europe and the European Platform for Rehabilitation**

(Full time position based in Brussels, Belgium)

**Social Services Europe** brings together the largest not for profit social and health care service providers in Europe. Leading in policy development, innovation and ensuring quality, accessible and affordable social services for all we harness our common experience and aims to influence policies affecting social services at European level. We are a recognised partner of the European Institutions, social partners and other networks working in the field of social policies. We want to extend our influence by appointing a Policy and Organisation Co-ordinator that will undertake the implementation of our work programme in conjunction with our member organisations.

**The European Platform For Rehabilitation (EPR)** is a network of service providers to people with disabilities committed to high quality service delivery. EPR's mission is to build the capacity of its members to provide sustainable, high quality services through mutual learning and training. EPR develops activities that go beyond traditional mutual learning exchanges. Professionals from EPR members gather to benchmark and analyse effectiveness in service provision, improving quality of services and quality of life for clients, as well as positively impacting their daily work experience. EPR members co-create and pilot innovative products, tools and methods to better meet the needs of clients, employers and funders.

**This post** is an excellent opportunity for someone who wishes to develop their policy, project and communication skills as well as having the opportunity to work proactively in developing the reach of two already influential organisations. The post is full time with 50% of time working for Social Services Europe and 50% of the time working for EPR.

**We are looking** for an outstanding candidate who combines a flare for autonomous working while able to curate and develop partnerships. You should be pro-active, able to seek out opportunities for advocacy and influence and funding, able to build relationships with key stakeholders and have an ability to seize opportunities. You will be a professional with experience in social policy with a particular focus on social services and their enabling ecosystem and be able to contribute to policy debates at EU level. You should be able to multi-task and balance competing demands in positive way.

**We offer** a creative working environment, working with highly developed organisations who can bring their experience to support your work.

### **How to apply**

Please send a motivation letter of no more than 1 page and your CV, outlining why you meet the specific requirements and tasks of the post as outlined in the job description to [info@socialserviceseurope.eu](mailto:info@socialserviceseurope.eu) by 18<sup>th</sup> February midday CET. Please note that all applicants must hold the existing right to work in the European Union and due to the high number of applications anticipated we will only reply to those who have been shortlisted. Interviews will take place on the 25<sup>th</sup> February.

## **Job Description**

**Title:** Policy, Project and Organisation Co-ordinator

**Location:** Brussels (Belgium).

**Social Services Europe Main tasks and responsibilities:**

### **Policy and Activities**

- Co-ordinate the implementation of the Social Services Europe work programme including but not limited to:
  - Organise internal and external events.
  - Develop policy papers, statements and publications in collaboration with Social Services Europe members
  - Attend and represent SSE at public events when required.
  - Identify potential partnerships that will bring funding and other resources into the network.
  - Develop funding applications and manage projects.

### **Communications**

- Ensure that Social Services Europe uses communication tools to ensure optimal dissemination and outreach of its work including but not limited to:
  - Manage the Social Services Europe website and social media
  - Engage with press and media as agreed including preparing press releases and other media opportunities
  - Develop new communication tools that reach key stakeholders on a regular basis.
  - Ensure effective internal communication among the membership on common interests and actions
  - Ensure a cohesive communication profile of the organisation in conjunction with the membership.

### **Governance**

- In conjunction with the Board members, ensure Social Services Europe has good governance processes including but not limited to:
  - Organise and follow up on the regular Board and Working group meetings.
  - Provide support to the President and Treasurer in legal and financial reporting
  - Organise and manage the SSE document archive

### **European Platform for Rehabilitation main tasks and responsibilities**

#### **Projects**

- Lead selected EPR projects
  - Manage the partnerships and ensure successful implementation of project outputs and outcomes

- Manage work packages in selected EPR projects, including communication and dissemination, in collaboration with the Senior Project and Policy Officer
- Contribute to project development and applications for funding

#### **EPR member activities**

- Organise, implement and report on EPR member meetings on youth, education and employment
  - Develop agendas with members and external contributors
  - Facilitate the meetings
  - Follow policy developments in these fields
- Manage the EPR Prize and annual study
  - Work with experts to develop the concept and call for submissions
  - Coordinate the research with members and experts
  - Coordinate the prize process
  - Contribute to the development and organisation of the event launching the study
- Support EPR's Annual Conference
  - Lead sections of the conference
  - Support the logistics