

*Building capacity for excellence in service
provision for people with disabilities*

The European Platform for Rehabilitation (EPR)

Is looking for a

Senior Project and Policy Officer

To join the secretariat from March 2019
For full job description and how to apply see below.

Deadline for applications: midnight CET January 27th 2019

We invite you to visit our website - www.epr.eu to find out more about EPR's aims, activities and structure.

Expected profile

- University degree in Project Management, European Studies, Politics, International Relations, or other relevant discipline or equivalent work experience
- Excellent organisational skills, with ability to work on a variety of tasks simultaneously to a high standard; prioritising and meeting deadlines in an independent manner
- Flexible and able to work well in a team and independently in an international environment
- Proactive and creative
- Experience of successfully applying for and managing EU projects
- Extensive experience in event organisation
- Understanding of EU social and disability-related issues and the social services/rehabilitation sector
- Fluent spoken and written English
- Fully computer-literate with advanced knowledge of MS Office, particularly Excel
- Committed to non-discrimination and equal opportunities for people with disabilities

Desirable

- Knowledge/experience in the social/NGO sector at European level
- Working knowledge of other European languages
- Knowledge of statistical analysis programmes

Role & duties

You will be expected to contribute to the overall functioning of EPR's activities and projects in a broad remit of roles and responsibilities under the following categories:

Project developments and funding opportunities

- Research funding opportunities for EPR and members and respond to ad-hoc requests for support from members regarding projects
- Develop proposals for EU projects in cooperation with EPR members, manage and report on projects
- Manage the Commission structural funding activities implementation and budget (in cooperation with the Secretary General and Finance Manager)

Development and implementation of member activities

- Coordinate the programme and the logistics of the EPR Annual Conference
- Planning, implementing and reporting member activities with the members and external consultants such as training sessions, mutual learning workshops, study visits, Service Impact on Quality of Life (SIQOL) benchmarking group (potentially including statistical analysis) and online exchanges
- Support to public affairs event and national awareness-raising events
- Manage the development of online learning resources
- Manage the EPR Prize and maintain the knowledge hub of good practices and database of member-related information
- Develop content for the membership sections of the website and news articles

Policy (in relation to specific policy areas to be defined).

- Monitor and report on policy developments that could impact members
- Consult members and write analytical papers
- Represent EPR in external meetings and partnerships
- Present information at training sessions related to policy

Any other duties that might be required, consistent with the range and nature of responsibilities as Senior Project and Policy Officer

General information concerning the position

- *Type of contract/working hours*

70/80% FTE initially a nine month fixed-term contract with the opportunity for renewal and the possibility for it to turn full time dependent.

- *Remuneration*

Salary depending on experience. Tickets restaurant, transport allowance, Eco-cheques and global travel insurance are also offered; additional benefits upon renewal of contract.

- *Place of work*

EPR's headquarters near Madou, Brussels, with the possibility to work partly from home.

How to apply

Interested persons should apply **by midnight on January 27th 2019 CET** by sending:

- A completed Application form **available [here](#)** (replaces the cover letter).
- CV in **Europass** format¹

Send your application by email to epr@epr.eu

Only short-listed candidates will be contacted, for interview in person or by Skype.

¹ For reference see <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/navigate.action>