

## JOB ADVERT

# EUROPEAN PROJECT OFFICER

### JOB DESCRIPTION

---

You want to give a meaning to your job by supporting social enterprises? Are you convinced that Europe can further support the action of non-profit enterprises in Belgium and Europe? Do you want to upscale your skills and knowledge?

Then the position of Project Officer for UNIPSO and CEDAG is made for you.

Bringing together a partnership of 11 European and 5 national organisations, the large-scale European project to which you will contribute aims to facilitate the access to and strengthen the impact of European funding programmes (ESF+, ERDF and recovery funds) for non-profit social services.

This two-year project aims to establish sustainable tools. To this end, this piloting project will focus on three types of activity: (a) raising awareness and training on funds opportunity in supporting non-profit enterprises, (b) facilitating the use of and access to funds for these enterprises, and (c) facilitating exchanges and cooperation between managing authorities, enterprises and the European Commission.

Your role will be to coordinate the operational and administrative activities of UNIPSO (60%) and CEDAG (40%); such as:

- Elaboration of surveys and conduct quantitative and qualitative analyses
- Organisation, animation and facilitation of workshops (online & face-to-face)
- Implementation of awareness raising activities and training tools for social services
- Analysis, synthesis and restitution of European and national policy documents, in particular in relation to European (co-)funding programmes
- Advice provision to social profit enterprises on budgetary and financial management
- Representation of UNIPSO and CEDAG in project meetings

### ABOUT

---

#### UNIPSO

[UNIPSO](#) is the cross-sectoral and pluralistic confederation of the social profit (non-profit) sector, representative of non-profit enterprises (associations) in the Walloon region and the Federation Wallonie-Bruxelles. UNIPSO unites 32 federations of employers from the private and public sectors, active in a wide range of activities pursuing social, health and cultural aims.

UNIPSO's mission is to represent and defend the social profit sector with public authorities and other social actors, and to provide quality services to its members.

At the European level, UNIPSO is an active member of CEDAG and co-founder of the [Federation of European Social Employers](#).

## CEDAG

The European Council of Associations of General Interest ([CEDAG](#)) is a network of civil society associations and (umbrella) organisations from EU Member States. CEDAG's mission is to bring the voice of the non-profit sector to the European level on a range of issues specific to non-profit organisations and associations.

CEDAG's members are regional and national organisations, involved in a diversity of cross-sectoral activities contributing to the general interest. CEDAG offers its members to contribute to European social policy and civil dialogue through its different key mandates ([Social Services Europe](#), [Social Economy Europe](#), [Social Platform](#)) and its information and advocacy activities.

## **REQUIRED PROFILE**

### DIPLOMA

Master's degree, ideally in economics, finance, management of social economy organisations and enterprises; as well as in human, political and social sciences, (European) law, etc.

### SKILLS

- Demonstrated communication skills in English and French, both written and oral
- Ability to work independently and autonomously, by having an attention to details and accuracy, while contributing to the teamwork
- Excellent organisational and time management skills, as well as the ability to manage priorities and emergencies in order to meet deadlines
- Experience in project management and coordination desired, ideally at European or international level
- Motivation to acquire new skills, to learn more about social profit enterprises and to contribute to the reinforcement of the sector and its organisations

### KNOWLEDGE & EXPERIENCE

- Ideally, knowledge of European fundings and financing modalities in the non-profit sector
- Proficiency in Microsoft Office 365 suite and in videoconference tools, curiosity and capacity to adapt to other IT tools
- Experience or willingness to acquire knowledge in website development and other communication tools and media
- Experience in membership-based organisations at European and/or national level, ideally in line with the social profit sectors, its missions and values

---

## WHAT WE OFFER

---

The position is based in Brussels, with occasional presence required in Namur. You will work in close collaboration with CEDAG's Board members and the UNIPSO Europe team.

You will contribute to the dynamism of organisations in development, in a friendly and enriching atmosphere.

The salary is attractive for the sector, at both the Belgian and European level (Commission paritaire 330) and will be adapted according to experience and sectoral seniority, within the limits of the project's funding. In addition, the salary is accompanied by various benefits, such as

- End of the year & attractiveness bonus
- Extra-legal leaves
- Meal vouchers
- Allowance to mobile phone costs and to teleworking costs and appropriate equipment (e.g. laptop, monitor, etc.)
- Allowance for commuting (full reimbursement by using public transport) and for travel expenses on mission
- Group insurance, extra-legal insurance for work-related accidents, mission insurance
- 38 hour per week contract, fixed term for the first 6 months, possibly extended by a permanent contract according to the evaluation

---

## APPLICATION PROCESS

---

Your application must include a resume in French & English, as well as a cover letter in English explaining your interest and motivation in the position and setting out your arguments on how your skills, knowledge and experience match the sought profile.

Interviews can be conducted before reaching the deadline of application submission, hence we encourage you to send your application as soon as possible.

Please send your application by indicating the Job Position that you are applying for, to: [marc.heraly@unipso.be](mailto:marc.heraly@unipso.be), CC: [melodie.simelodie.siemons@unipso.be](mailto:melodie.simelodie.siemons@unipso.be)

Application deadline: 4 September 2022, midnight Belgian time

Interviews will take place during the week of 12<sup>th</sup> of September, ideally face-to-face.

Starting date: as soon as possible.