Vacancy at RREUSE for a Project and Advocacy Officer

05/04/2022

RREUSE is an international NGO network representing social enterprises active in re-use, repair and recycling, with 30 members across 28 European countries and the USA. We promote policies, best practices and partnerships that support the development of social enterprises in the circular economy which generate significant social and environmental benefits to their communities.

In order to lead RREUSE’s work on an upcoming Horizon2020 project focused on circular textiles, RREUSE is looking for a project and advocacy officer to lead RREUSE’s representation in the project consortium while also supporting RREUSE’s policy and advocacy actions.

Tasks

• Representing RREUSE in a circular textile oriented H2020 project including:
  o Managing, coordinating and providing direct input into a variety of project work packages, notably related to circular textile business models and relevant policies
  o Taking part in all relevant project meetings
  o Supporting project communications

• Support in RREUSE’s policy monitoring, analysis and drafting of position papers primarily related to the EU’s circular economy agenda, notably in relation to the EU’s Sustainable Textiles Strategy

• Representing RREUSE in relevant conferences, workshops and stakeholder events

• Support in research related to member activities and collection of good practices

• Supporting organisation of events/seminars

• Supporting the monitoring of funding opportunities and following up on potential partnership opportunities as well as drafting project proposals

Skills, experience and requirements

• 1-3 years of professional experience in project management or coordination linked to EU funded projects. Prior knowledge or experience in EU affairs, the textile industry and/or circular economy is highly desired.

• Excellent command of English (equivalent C2 both written and spoken). In addition to English, proficiency in French and one other EU language is considered an asset.

• Excellent organisational, time management and analytical skills

• Commitment and appreciation for the values of social enterprise and the environment

• Ability to work both independently and as a part of a team and coordinate members from different countries and backgrounds

• EU national or have a valid permit to work in Belgium.

Gross Salary level: Circa 2600 EUR/month. Benefits include holiday bonus, 13th month, luncheon vouchers, DKV

Position type: Full-time position, four-year contract
Location: Brussels-based office with flexi-working between home and office  
Start date: June 2022  

Please send in your CV and cover letter as one pdf file to recruitment@rreuse.org, with the subject line “Project Officer: Your Name”. The deadline for applications is midnight CET Sunday 1st May 2022  

Please note that only successful candidates will be contacted for interviews. Interviews will be held on a rolling basis so early applications are encouraged.  

Thank you for your interest in RREUSE!