

Vacancy: Network Development and Research Officer (F/M/X)

7/12/2023

About us

RREUSE is a European network established in 2001 that brings together social enterprises active in the circular economy, notably in the fields of re-use, repair and recycling. RREUSE's mission is to serve and represent our social and circular enterprise community, helping drive their development through positive change to European policy, best-practice exchange, innovative partnerships and projects. Our vision is an inclusive circular economy based on re-use and repair in solidarity with both people and the environment.

RREUSE brings together 33 members from 30 countries including individual social enterprises and their networks who collectively represent over 1,100 individual social enterprises. With the aim to create the best possible framework conditions in the EU, we are driven by the activities and needs of our members. Our members hold unique know-how on re-use and repair activities and social inclusion, with countless best practice examples of combining social and circular objectives.

RREUSE is searching for a highly motivated Network Development and Research Officer to join our Brussels-based secretariat as part of the Network Development Team to help us support and promote our members' activities and offer quality services to our current and prospective members.

The role of the Network Development and Research Officer is to lead selected activities linked to Network Development such as evaluation of membership services, member care and recruitment of new members, among others. Research will be the second main part of the Network Development and Research Officer's portfolio, with the responsibility to ensure that the secretariat has a good knowledge database of member activities to support our advocacy and that the data and examples are showcased to the outside world through relevant publications and projects. The Officer will be part of the Fundraising team to help map funding opportunities and support grant applications.

The Network Development and Research Officer will directly report to RREUSE's Deputy Director managing the Network Development Team and will closely cooperate with the Advocacy Team composed of Policy and Communication Officers.

Key tasks and responsibilities

Network Development

- Implementing the network development strategy in coordination with the Deputy Director, specifically in the areas of member recruitment, member care, member services and evaluations
- Elaborating and implementing RREUSE's annual member survey to gather data on social, economic and environmental impact from all members, that is presented to the public in our annual Member Impact infographic

Research and projects

- Leading the collection, processing and publication of data on RREUSE member activities to highlight and promote impact generated by our members
- Helping in formulating RREUSE policy and strategy documents including helping to draft RREUSE positions by using the outcomes of the research
- Leading project work on assigned EU and non-EU funded projects where RREUSE is a partner, and support project work of other staff members in particular on the content and research parts and in the organisation of events/seminars

Information management

- Maintaining an up-to-date database of the member activities and of broader circular and social economy topics
- Maintaining and updating the Member space (hosted by WordPress) and Network map (hosted by Vizity with background data on Google sheets) on our website
- Developing and detailing the Network map into a more advanced tool – in the framework of an ongoing EU project – that will help facilitate partnerships of our members with other social enterprises, private companies and public authorities

Other

- Assisting in fundraising actions, notably in monitoring funding opportunities from public and private sources as well as support in funding application processes; Maintain a database of current and potential funders and funding opportunities
- Undertaking other tasks shared by staff – e.g. contributing to the development and planning of new projects, policy research and advocacy, administrative assistance, organisation of events

What we are looking for

Essential

- Strong project management and analytical skills
- Experience in developing and implementing research methodologies including surveys and interviews
- Experience with managing databases and processing qualitative and quantitative data sets
- Demonstrable skills in engaging with local projects and organisations, relationship management and community engagement
- Excellent command of English (both written and spoken)
- Strong intercultural sensitivity and communication skills
- Ability to work both independently and as a part of a team
- Commitment to, and appreciation of, the values of social enterprise and the environment
- Willingness to occasionally travel to meetings across Europe
- EU national or a valid work permit for Belgium

Desirable / a plus

- Prior experience in a network or a membership organisation, in particular on network coordination and development aspects
- Track record of research or other publications or contributions to publications, preferably on environmental or social topics
- A demonstrable interest in social enterprises, circular economy, or other areas related to RREUSE's work
- Fundraising experience
- Experience in organising workshops, conferences and/or other events
- Proficiency in at least one other EU language beside English
- Public speaking experience

What we are offering

- Contract type: Permanent full-time contract
- Remuneration Package: 2,800 - 3,200 EUR gross/month, depending on years of relevant experience, plus 13th month salary, a holiday bonus, 25 days of paid annual leave, lunch vouchers, écocheques, DKV insurance, support for costs associated with tele-working

Non-negligible extras!

- The unique opportunity to work for an impact driven network whose members are doing great things for both people and the environment at a time of great political and economic interest in our sector
- A great office-space in the heart of Brussels and the chance to work with a wonderful and dynamic team
- A very flexible approach to working from the office or from home

Start date and application process

Start date: As soon as possible

Please apply with a one-page cover letter and a two-page CV. These should be submitted as one PDF file to recruitment@rreuse.org, with the email subject line "Network Development and Research Officer: Your Name". For objectivity reasons please refrain from including a personal photo in the application.

The final application deadline is 10 January 2024, 23:59 CET. However, we will be assessing the applications on a rolling basis and reserve the right to conclude the recruitment process before that deadline. We therefore encourage candidates to apply as soon as possible.

We are planning to conduct the first round of interviews via Zoom in the week of 17 - 24 January 2024 and the second round in person shortly thereafter, with a written assignment in between.

RREUSE is committed to enhancing the diversity of its staff and to creating an equal and inclusive working environment for people of all backgrounds. We strongly encourage candidates of any ethnicity, nationality, gender expression, sexual orientation, religion, ability, age or other characteristics that could be associated with social marginalization to apply. Regretfully we are not able to sponsor visas or work permits so we can only consider applicants who already have the right to work in Belgium.

RREUSE is committed to respecting GDPR rules. A candidate's personal information will only be consulted by the RREUSE colleagues involved in this recruitment process. If a candidate is not selected, their file will be destroyed at the end of this recruitment process.

Thanks a lot for your interest in joining our great team!