

Vacancy: Project and Policy Officer (F/M/X)

December 2024

About us

RREUSE is Europe's largest network of social enterprises active in the circular economy, notably in the fields of re-use, repair and recycling. Our 33 members include individual social enterprises and their networks through which we collectively represent over 1,200 social enterprises from 30 countries. Our 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 people and with respect for the environment.

About the role

We are looking for a highly motivated early-career professional to join our Brussels-based secretariat. The Project and Policy Officer will report to the Environmental Policy Lead and be part of the policy team that is led by RREUSE Director.

Key tasks and responsibilities

- Representing RREUSE in a circular textile oriented Horizon2020 project CISUTAC, including: taking part in all relevant project work packages and meetings; supporting project communications and reporting.
- Policy monitoring, analysis, drafting of position papers related to the Ecodesign Regulation, the Textile Labeling Regulation and other specific environmental and circular policy files.
- Supporting the Environmental Policy Lead's work on the WEEE Directive revision and on broader environmental files such as the Circular Economy Act.
- Representing RREUSE in relevant conferences, workshops and stakeholder events.
- Contributing to research related to member activities and the collection of good practices.
- Supporting the organisation of webinars, workshops, network meetings and other events.
- Undertaking other tasks shared by staff such as contributing to the development and planning of new projects and administrative assistance.

What we are looking for

Our ideal candidate will bring the following:

- Academic knowledge or practical experience in EU affairs, textile industry and/or circular economy.
- Experience in project management or coordination linked to EU funded projects.
- Excellent command of English, both written and spoken, is a must. Proficiency in French and other EU languages is considered an asset.

- Excellent organisational, time management and analytical skills.
- Public speaking experience.
- Strong communication skills and intercultural sensitivity and an ability to coordinate with members from different countries and backgrounds.
- Ability to work both independently and as a part of a team.
- A demonstrable interest in social enterprises, circular economy or other areas related to RREUSE's work.
- Willingness to be based in Brussels or within commuting distance and to occasionally travel to meetings across Europe.

We will be happy to consider applicants who do not fully match this ideal profile but can make a positive contribution based on knowledge, skills, experience or other factors we may have overlooked so please do not hold back if you think we are a good match.

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, (dis)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.

What we are offering

- Contract type: Permanent full-time contract
- Remuneration package: 2,700-3,000 EUR gross/month, depending on relevant experience, plus 13th month salary, a holiday bonus, 25 days of paid annual leave, lunch vouchers, transportation cost coverage, écocheques, DKV insurance, support for costs associated with tele-working.
- A flexible approach to working from the office or from home.
- 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 international team.

Start date and application process

- Deadline: **5 January 2025, 23:59 CET**. Start date: As soon as possible.
- Application requirements: Please apply with a one-page cover letter and a CV (two-page maximum). These should be submitted as one PDF file to recruitment@rreuse.org, with the email subject line "Project and Policy Officer: Your Name". For objectivity reasons please refrain from including a personal photo in the application.

- Interviews: We are planning to conduct the first round of interviews via Zoom between 15 and 23 January and the second round in person on 30 January and 4 February, with a short written assignment in between the two rounds.
- GDPR: RREUSE is committed to respecting the GDPR rules. A candidate's personal information will only be consulted by the RREUSE colleagues involved in the recruitment process. If a candidate is not selected, their file will be destroyed at the end of this recruitment process.

We look forward to hearing from you!