

Vacancy - Policy Assistant on Social Services and Funding

Internship (CIP) - August 2025

Eurodiaconia is offering an intern position as a Policy Assistant in our Brussels office. The internship will run for 6 months, with a possibility to extend to another 6 months, and we are looking for someone to start at the end of August 2025. This is an exciting opportunity for candidates who want to learn about social services, social economy and EU funding, and advocating for social justice.

About Eurodiaconia

Eurodiaconia is a European network of churches and Christian NGOs providing social and healthcare services and advocating social justice. Together, we work for just and transformative social change across Europe, leaving no one behind. Our membership represents the needs and unique experiences of 62 national and regional organisations across Europe. By strengthening diaconal and social service provision, we ensure that as many people as possible have access to affordable, high-quality, and accessible social and healthcare services and fight for social justice.

Eurodiaconia creates a platform for diaconal actors to facilitate trans-national networking and bring their expertise into EU policymaking. It creates a link between the regional, national, and European levels, by developing ideas and feeding into policies to combat the root causes of social exclusion, poverty, and inequalities.

The tasks of the Policy Assistant will include:

- Supporting the Policy and Membership Officers in:
 - Economic and social governance, including the European Pillar of Social Rights
 - Social services, including healthy ageing and long-term care services
 - Social Economy
 - Social Innovation
 - Funding- the EU Multi-Annual Financial Framework
 - Digitalisation and use of AI in Social services
- Assisting in the monitoring and analysis of the mentioned social policy areas and contributing to Eurodiaconia's priorities. A special emphasis will lie on monitoring relevant policy developments within the European Parliament.
- Attending and reporting from relevant external meetings with key stakeholders and partners, including EU institutions.
- Assisting in the drafting of reports, policy papers, statements and internal newsletters on key EU policy updates.
- Gathering information from Eurodiaconia members on agreed policy topics.
- Assisting with the organisation of internal and external events and meetings across Europe.

We expect:

- University graduate with at least Bachelor level studies.
- Strong interest in financing of not-for-profit social services, ideally proven by relevant work experience, including previous internships or volunteering.
- Familiarity with EU institutions and policy processes. A background understanding of EU funding mechanisms is an asset.
- Excellent command of written and spoken English, any other language is an asset.
- Information gathering and research skills, as well as the ability to draft papers for different audiences.
- Excellent people skills as well as written and oral communication skills.
- Flexibility, pro-activity and the ability to manage your own working time while being a team player.
- Appreciation and motivation to implement Eurodiaconia's mission, vision and values.

Even if you do not comply with all the requirements, please feel free to apply and explain why your skills and/or motivation make you a good fit for this position.

What we offer:

You will be working with a small, motivated team which will give you the opportunity to engage in diverse EU social policy areas, as well as actively contributing to the organisation's policy priorities. You will help to ensure that the experiences of European diaconal and non-for-profit social services providers are heard at EU level policymaking. Likewise, you will gain insights into the structure and functioning of member-based organisations, and first-hand experience in navigating the EU environment, including civil society organisations, policymakers and EU institutions.

We offer an internship contract under the "*Convention d'immersion professionnelle*" (CIP) framework, where this should be the first paid employment in Belgium. Candidates must also have the legal right to reside and work in Belgium.

- The initial duration of the internship will be 6 months, starting ideally the last week of August 2025, with possibility to an extension to another 6 months.
- The salary we offer follows the guidelines set by the Belgian state: currently €1100 per month.
- Eurodiaconia provides its Assistants with 12 leave days per 6-month period.
- Lunch vouchers and assistance with travel costs (subject to distance) plus costs of hospitalisation insurance will also be provided.
- This is a full-time position based in Brussels. Eurodiaconia offers structural teleworking (2 days per week) with a home working allowance.

How to apply:

Please send:

- An up-to-date copy of your CV,
- a cover letter (max. one page) stating your motivation for this position and why you would be a suitable candidate based on your experience and skills.

Applications should be addressed to Kewan Mildred, Senior Policy and Membership Development Officer and sent to recruitment@eurodiaconia.org with the subject line *"Eurodiaconia Policy Assistant on Social Services and Funding"*, by midnight CEST 22.06.2025.

We regret that due to the high volume of applications likely to be received, only candidates selected for an interview will be contacted.

A note on the use of AI

While we recognise the increasing use of AI as a practical tool to help in drafting and processing applications, we would like to hear your real voice and appreciate those candidates who deliver a personal and original application.