

Vacancy Announcement for Programme Officer

The Philanthropy Europe Association (Philea) is looking for a Programme Officer who will:

- Provide all-round support, with a 'can do' attitude, to the Programme Manager in the research, design, implementation and evaluation of programme activities (online, offline and hybrid)
- Be someone who values the importance of collaboration and trust, believes in the power of collective impact, is eager to learn, and advocates for everyone to have a voice and equal opportunities
- Be available to work 100% FTE

Duration:

Indefinite

Starting date: March 2024

Competencies:

Required:

- Prepare engaging communication materials (e.g., newsletter, news items) for project stakeholders.
- Help capture knowledge and learnings from project activities, and disseminate them among colleagues, project stakeholders, and the wider constituencies of the organization.
- Research developments in the philanthropic sector and specific issue areas, and feed into the development of activities
- Keep track of project administration; draft meeting notes and briefs, help prepare budgets and financial reports.
- Coordinate schedule of activities related to the programmes/communities including logistical, programmatic, and financial aspects.



- Support the business partnering of the peer-exchange communities and programmes with other parts of the organisation and key external partners such as foundations, universities, and relevant organisations.
- You must have the right to live and work in Belgium.

Desired:

- Previous experience in membership work
- Intellectual curiosity and eagerness to learn on a range of topics related to philanthropic funding, power and equity, how philanthropy is practised in different geographies.

Our offer:

Based in Brussels, Belgium this role offers you the opportunity to live and work in the heart of Europe.

Benefits include:

- Gross salary range from 2,762.16 euros to 3,029.05 euros, commensurate with experience in a similar position or function (13th salary, holiday pay, transportation)
- Home office allowance
- Meal vouchers
- Flexible work schedules, remote work from Belgium up to 4 days a week, and the possibility of working remotely from outside of Belgium for longer periods of time
- Additional holidays
- Training and personal development budget
- Group health, pension and private trips insurance
- A friendly, open working environment

How to apply

Please send your CV in English (no cover letter) and your answers to **all 4 questions below** by 8 February to jobs@philea.eu quoting the following reference “Programme Officer”.

1. The Learn team stewards a portfolio of communities of practice, and global exchanges and aims to elevate philanthropic practice. What gets you excited

about this work and what professional and lived experience will you bring to the role? (max 100 words)

2. Rien van Gendt in his book “Philanthropy Back to the Drawing Board” observes the paradox that as “philanthropy’s role in society becomes more important, criticism of it and distrust are also increasing” How are you reflecting on this statement? (max 100 words)
3. Across our programmatic work we take a relational approach co-designing activities to meet the needs of our members. Could you describe briefly previous experiences in which you had to work following a participatory approach? What did you learn? (max 100 words)
4. What questions do you have for us about this role?

The questions above help to give us a better understanding of the thinking and experience you could bring to the role. Use of generative AI platforms in your answers will result in disqualifying your application.

We are committed to diversity and inclusion in our organisation. We strongly encourage candidates from historically disadvantaged or marginalised groups to apply.

About Philanthropy Europe Association (Philea)

We are the voice of European philanthropy. Our purpose is to harness its immense multidimensional potential.

Philea nurtures a diverse and inclusive ecosystem of foundations, philanthropic organisations and networks in over 30 countries that work for the common good. We unite over 10,000 public-benefit foundations that seek to improve life for people and communities in Europe and around the world.

We want to inspire, connect and represent the European philanthropy sector and enhance its role as a credible and trustworthy partner, today and tomorrow. We foster collaboration in order to increase synergies, scale up innovation and use our voice to impact policy that enables positive change

We believe that philanthropy in Europe plays a unique, risk-taking role in sparking innovation and acting as a catalyst for good.

We want to connect citizens and communities with philanthropic organisations and contribute to building more resilient, sustainable and just societies.

www.philea.eu