

Vacancy: Project Lead (F/M/X)

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 30+ members include individual social enterprises and their networks through which we collectively represent over 1,300 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 professional to join our Brussels-based secretariat as the main person responsible for managing a Horizon project financed by the European Commission, where RREUSE is the lead partner, with 20+ partners including several RREUSE members. The four-year project aims to strengthen the capacities, resilience, and scalability of social circular enterprises in the EU's transition to a circular economy, with a focus on the textiles and construction sectors. The person will manage the project consortium and monitor the project implementation by all partners. The person will also implement selected project content tasks in cooperation with the Policy and Project Officer.

As a second role, the person will contribute to content development of another project, funded by a private funder: the RREUSE Academy. The Academy is being developed to strengthen the capacity of social enterprises in the circular economy through training, peer learning, practical tools, and research. It will serve as a platform for knowledge development and exchange, supporting social enterprises and ecosystem actors to build skills, share good practices, and advance the sector.

The Project Lead will report directly to RREUSE management and will most regularly collaborate with RREUSE's Programme Development Manager, Policy and Project Officer, and Finance and HR Manager in implementing project activities.

Key tasks and responsibilities

Project and grant management (Horizon Europe)

- Coordinating the project consortium of around 20 partners as the project lead partner and main project responsible
- Overseeing the timely and quality delivery of all project deliverables, milestones and reports by the project partners and by RREUSE
- Developing and implementing a timeline and format for consortium members' reporting
- Collecting and consolidating data from partners for interim and final reports
- Narrative reporting on behalf of RREUSE to EU institutions
- Liaising with representatives of EU institutions funding the Horizon project
- Monitoring project budgets of RREUSE and project partners and liaising with partners on the distribution of funding
- Assisting the Finance and HR Manager on financial reporting
- Organizing and facilitating project meetings
- Coordinating with relevant staff members to ensure the project is on track
- Organizing tenders and outsourcing of selected outputs
- Representing RREUSE in public events to disseminate project results

Project implementation (Horizon Europe)

- Implementing selected project content tasks where RREUSE is the contributor or responsible, in cooperation with the Policy and Project Officer
- Planning, preparing and delivering quality project outputs, including public outputs and publications

RREUSE Academy

- Support the implementation, coordination, and reporting of Academy activities delivered through a project funded by a private partner
- Coordination and reporting to the Programme Development Manager who is leading the Academy activities under various funding lines

Other

- Undertaking other tasks – e.g. contributing to fundraising, research, organising events, administrative assistance – depending on project-related workload, organizational needs and the person's skills

What we are looking for

Our ideal candidate will bring the following:

Essential

- A proven record of experience in EU project management, including the corresponding monitoring methodologies, budget supervision and final reporting
- Experience in managing projects as a project lead partner or with seven-digit budgets

- Supreme organisational skills and ability to develop and administer systems for efficient coordination of project activities
- Ability to plan own workload and support others to facilitate the smooth delivery of multiple priorities
- A demonstrable knowledge and interest in social and environmental sustainability topics, in particular implementation aspects of the circular economy and/or activities of the social enterprise sector
- Experience supporting the coordination and delivery of training, learning, or capacity development activities
- Excellent attention to detail
- Excellent written and oral communication skills and intercultural sensitivity
- Experience of working collaboratively in international settings
- Professional level of English
- Competency with standard IT packages
- Ability to travel to meetings across Europe
- Residence within commuting distance to Brussels (or willingness to relocate accordingly)

Desirable / a plus

- Experience in organising and facilitating workshops, conferences and/or other events
- Experience in developing and implementing research methodologies
- Fundraising experience
- Working knowledge of French and/or other European languages

What we are offering

- Contract type: Permanent full-time contract
- Remuneration package: 3,400 - 3,600 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, DKKV insurance, support for costs associated with tele-working.
- A flexible approach to working from the office, from home and from abroad within limited periods.
- 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

Start date: As soon as possible.

Deadline: **Sunday 27 September 2026, 23:59 CET.** We reserve the right to stop accepting applications sooner, should we receive a large number of applications.

Application requirements: Please apply with a one-page cover letter and a CV (two-page maximum). These should be submitted as one single PDF file to recruitment@rreuse.org, with the email subject line "Project Lead: Your Name". For objectivity reasons please refrain from including a personal photo in the application.

Selection process: We are planning to conduct the first round of interviews via Zoom between 7 and 14 October and the second round in person between 28 October and 4 November, with a short written assignment in between the two rounds.

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.

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!