

Job description – Director of Policy

The European Federation for Services to Individuals (EFSI) is the voice of the Personal and Household Services (PHS) industry at the European level – also called domestic work at the international level –, representing national trade associations, employers' organisations, PHS providers and companies involved in the development of personal and household services, and currently operating in 21 EU Member States. EFSI is recognised by Employers and Trade Unions counterparts as a representative EU-level PHS employers' organisation.

Established in 2006, the EFSI's mission is to foster a favourable environment for the PHS industry in Europe, especially by improving the image and perception of the sector and promoting adequate policies in support of its development. Moreover, EFSI's Members' vision is to ensure that the specificity of the sector is recognised and that the provision and access to high-quality and affordable personal and household services are granted as a result of adequate economic, social and legal conditions.

Your role

The Director of Policy will lead EFSI's policy and advocacy efforts with EU institutions in Brussels (European Commission, Parliament and Council as well as dedicated EU agencies) manage EFSI's strategic relations with external partners and stakeholders, and oversee EFSI's operations and support for members on policy topics.

The Director of Policy will also be responsible for association management tasks and will be expected to gradually assume some strategic responsibilities.

The Director of Policy will report directly to the Board of Directors.

Description of the position

- **Policy Monitoring and advocacy (80%)**
 - Identify, monitor and evaluate European law and policy developments directly or indirectly affecting EFSI's members (touching upon related matters, including social affairs, economic governance, labour migration, gender equality and taxation).
 - Carry out policy analysis to identify advocacy opportunities and regularly inform EFSI members about opportunities and risks in EU policymaking (briefings, newsletter articles, internal meetings, etc.).
 - Run members' consultations and other forms of dialogue to collect input and develop impactful and timely policy documents (position papers, reports, recommendations, etc.).
 - Develop and execute advocacy strategies towards the most relevant EU institutions and other relevant actors.

- Contribute to the implementation of EU-funded projects content wise.
- Contribute to building relationships with key EU institutions and strategic stakeholders, attending external meetings, collecting intelligence, and building alliances relevant to the different policy areas.
- **Association Management (20%)**
 - Implement policy and technical decisions taken by the General Assembly and the Board of Directors.
 - Prepare the agenda and actively participate in Board Meetings and General Assembly Meetings, and handle minutes and meeting reports.
 - Manage good relationship with EFSI's members and prospects.
 - Oversee EU-funded project administrative management and reporting, with the support of the Communication and Project Manager.
 - Serve as a point of contact for external associations and stakeholders interacting with EFSI, responding to requests for information.
 - Represent EFSI or arrange for EFSI to be represented as appropriate at meetings, conference and other events.
 - Manage EFSI's budget, prepare the Association's accounts in coordination with the accountant, and collect membership contribution.
 - Manage other administrative tasks for the maintenance and functioning of the association

Candidate profile

- Relevant university degree (EU Affairs and EU Studies, Political Science, international relations) or equivalent by experience.
- 3 to 5 years of previous advocacy professional experience in an EU trade association, consultancy, corporate role, NGO or in an EU institution.
- Strong understanding of EU institutions and legislative process, and keen interest in labour and social issues, care policies, social dialogue, gender issues and migration policy.
- Excellent writing and verbal communication in English (candidates not complying with the requested level will not be considered). Additional languages are a plus.
- Strong organisational skills, respect of deadlines and high level of initiative.
- Strong communication, networking and interpersonal skills.
- Ability to work autonomously, to self-organise and to take initiatives independently.
- Ability to multi-task, to manage projects and to handle complex issues as well as capacity to build consensus.
- Ability to travel.

What we offer

This is a full-time position (40 hours per week) with an open-ended contract. The post holder will join EFSI's Secretariat based in Brussels (Tour & Taxis, Avenue du Port 86 C) and will work under the direct supervision of EFSI's Board of Directors. The role also includes overseeing the work of the Communication and Project Manager.

Hybrid office presence and teleworking conditions, with two teleworking days per week.

We offer a competitive base salary complemented by lunch vouchers (€10 per day), eco vouchers, full reimbursement of STIB annual subscription, homeworking allowance, DKV hospitalisation insurance.

EFSI also offers a captivating and varied function with an organisation driven by its mission and where initiative, creativity, and energy are strongly encouraged. The post holder will have the capacity to develop his/her skills and grow within the organisation.

How to apply

Candidates are invited to send a detailed **CV** and a **covering letter** sharing with us why they are interested in applying for EFSI and what are their distinctive skills for this job by e-mail to EFSI Secretariat (info@efsi-europe.eu) with "Policy Director" in the subject line. Please note that candidates should have authorisation to work in Belgium.

Deadline to apply is set on 21 August, we will assess the applications as we receive them. Should you be interested please do not wait till the last day, as we may have already filled the position.

The applications will be processed in full confidentiality. We thank all candidates for their interest, however, we are only able to contact those who are shortlisted.

The desired starting date is mid-September 2026.

For more information visit: www.efsi-europe.eu.