

JOB DESCRIPTION

Advocacy and Communications Officer (contrat d'immersion professionnelle)

A. Main Purpose

The Advocacy and Communications Officer is the primary contact point for advocacy vis-à-vis the European Union and the external communication of EPD in Brussels.

B. Accountabilities and Key Relationships

The Advocacy and Communications Officer reports to the Executive Director and works in close cooperation with the Finance and Administration Manager on a day to day basis. In addition, the Officer is in regular contact with the relevant representatives of EPD member organisations. Under the supervision of the Executive Director, the Officer works in close cooperation with the rest of the EPD team (Programmes Coordinator, Programme Officer, Policy Advisor).

C. Duties and responsibilities

Advocacy and research

- Plan and execute key activities linked to the EPD advocacy plan (a Review of European Democracy Support Policy) in close cooperation with the Executive Director;
- Initiating and maintaining institutional contacts with EU representatives, civil society representatives, partner organisations and Member States;
- Contributing to policy briefs, input papers and EPD fact sheets in cooperation with EPD's member organisations;
- Ensuring the consistency of EPD's Communication tools (website, publications, newsletter & twitter account) with its Advocacy Strategy;
- Attendance of relevant conferences, seminars and working meetings, as required by the Executive Director;
- Following EU policy discussions and political priorities and sharing this information with EPD member organisations;
- Researching on innovative methods to monitor policy influence and keep track of the progress made by EPD through its advocacy efforts.
- Representing EPD at relevant meetings of networks EPD is part of (HRDN, SDG Watch Europe, Civil Society Europe, CONCORD) and following up on certain issues with them (EU budget discussions, EU Action Plan on Human Rights and Democracy, EU-NGO Forum, Shrinking Civic Space, etc).

Events and visits

- Organising events in Brussels (including logistical issues);
- Arranging and coordinating EPD member organisation visits and programming visits to Brussels;
- Representing EPD at meetings with funders, partners and policymakers in Brussels, as required by the Executive Director.

External Communication

- Coordinating and supervising input for the EPD website in cooperation with EPD member organisations;
- Managing the EPD newsletter and publications page.

Records

- Maintaining appropriate records on EPD's activities, in electronic and paper format.

Culture of flexibility and improvement

- Contributing to an environment of learning at EPD and to the constant improvement of EPD's advocacy pillar;
- Participating together with the members of EPD's core team in the wider development of the organisation, sharing common tasks as required from time to time.

D. Required skills, experience and aptitudes

Essential

- A bachelor degree or equivalent in political science, International affairs or similar;
- Knowledge of the European Union, particularly in the realm of foreign affairs;
- Computer literate, especially in Excel, Word and web design software;
- Excellent narrative reporting skills;
- Fluency in English as the primary working language with excellent oral communications skills;
- Working knowledge of French;
- High order personal skills: a strong team player, attention to detail and an ability to monitor workload.

Preferred

- Knowledge of democracy assistance literature and practice, coupled with an ability to follow political processes;

E. Training conditions

- Contrat d'immersion professionnelle – initially 6 month contract starting in mid-September 2018 after authorisation of "Bruxelles formation";
- Full-time presence 38 hours/week;

- Industrial benchmark remuneration of EUR 781,30. In addition EPD grants lunch vouchers (unit value 8€) and public transportation costs to come to work.

F. Timetable

The deadline for applications is the 26 August 2018. Interviews will be held in the last week of August and first week of September. The indicative start date is mid-September (with some flexibility).

Please send your CV and a motivation letter to Ruth Henckes at: ruthhenckes@epd.eu