

Policy Coordinator

Terms of Reference

About EPD

The European Partnership for Democracy (EPD) is a Brussels-based non-profit organisation supporting democracy worldwide. It is a unique platform comprising 20 European civil society and democracy support organisations present in Africa, Asia, Europe, the Middle East and Latin America. More information about EPD is available at www.epd.eu.

Background

We are looking for a Policy Coordinator to lead the work of our policy team in April 2024 as a maternity cover for a period of one year.

Accountabilities and key relationships

The Policy Coordinator will be based in Brussels and will report to the EPD Executive Director. The Policy Coordinator will work closely with all members of the policy team and the EPD management team.

Duties and responsibilities

Policy and advocacy

- Initiating and maintaining institutional contacts with representatives of the EU, civil society, partner organisations and Member States on EU democracy policy within the EU and on external democracy support;
- Following EU policy discussions and political priorities, and informing and involving EPD member organisations in such advocacy where appropriate;
- Attending of relevant conferences, seminars and working meetings;
- Coordinating and drafting joint statements and contributions with EPD members and partner organisations to inform EU policy-making processes;
- Representing EPD in various civil society networks and using these networks for joint advocacy around democracy issues within Europe and in European external policy, particularly the Human Rights and Democracy Network (HRDN) and CONCORD.

Management

- Overseeing the work of the EPD policy team and line managing the staff within that team, including regularly checking-in with staff on their performance, needs and well-being;
- Overseeing the implementation of relevant EPD projects, from budget management to activity planning, in cooperation with the relevant project officers;
- Supporting in the coordination and writing of project proposals related to EPD's policy work;
- Fulfilling reporting requirements to donors for relevant projects where necessary, and maintaining regular communication with those donors particularly for donors that are considered strategic for EPD.

Events and visits

- Overseeing the organisation of policy events and dinner discussions in Brussels and online (including content and logistical issues);
- Coordinating with EPD members on their visits to Brussels;
- Representing EPD at meetings with funders, partners and policymakers in Brussels.

Culture of flexibility and improvement

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

Requirements

- At least 6 years of experience of advocacy in EU democracy support ;
- Demonstrated experience in working in a specific area of democracy, for example on EU digital policies, the Rule of Law, fundamental rights, disinformation, media pluralism, transparency and/or civic participation;
- Strong interest in and knowledge of the contemporary challenges to democracy
- Excellent written and spoken English;
- Previous experience in working with the EU institutions is considered an asset;
- Previous experience in the non-profit sector is also considered an asset.

Conditions and benefits

- A starting salary between 3000 EUR and 4500 EUR with the precise figure dependant on experience;
- An initial one year contract;
- Lunch vouchers of a unit value of EUR 8,00 (personal contribution by the employee of EUR 1,09) will be granted for each day actually worked;
- A monthly public transportation card in Brussels will be reimbursed (EUR 49,00);

- In compliance with EPD's Teleworking Policy, staff will be granted a monthly teleworking allowance of EUR 129,48 and an additional monthly contribution of EUR 20,00 for the professional use of their private internet connection;
- A hospitalisation group insurance;
- All staff are fully involved in all aspects of our work and given considerable responsibility and independence; they are part of an international team that supports them in acquiring skills to work in an international organisation and hands-on knowledge of how major international actors inter-relate, at EU and global levels;
- The candidate must have permission to work in the EU, and should be based in Brussels or move to Brussels in April 2024.

Application procedure

Interested applicants should send a CV and the application form, which can be downloaded from <https://epd.eu/vacancies>, together in one document to jobs2@epd.eu by **11 March 2024 (23:59 CET)**.

Please return your application in one PDF document with the following name: "LAST NAME - FIRST NAME - Policy Coordinator- Application".