Data and Research Officer

Terms of Reference

About EPD

The European Partnership for Democracy (EPD) is a not-for-profit organisation with a global remit to support democracy, that brings together a network of 18 organisations specialising in the different parts of a democratic system. We work inside and outside Europe because we recognise that democracy is a universal aspiration and that the contemporary challenges and opportunities for democracy are global in scope. Our mission is to make a contribution to, and reinforce the impact of European support for democracy across the world.

We are looking for a Data and Research Officer to join our team in early 2021 for an initial 12 month period. The officer will be part of the team running the European Democracy Hub and will therefore engage in regular coordination with our partners at Carnegie Europe.

Duties and responsibilities

Research

- Collect current and recent spending data of European governments and institutions related to democracy support;
- Compile data in an open online tool in cooperation with other EPD and Carnegie staff as well as external consultants;
- Support the compilation of the Hub’s Annual Review of European Democracy Support 2022 through conducting interviews and engaging in outreach with key democracy stakeholders across the continent;
- Support the editing and fact-checking of research on democracy support.

Coordination

- Proactively engage with the Hub’s network of civil society, institutional and academic partners in EU Member States and Brussels on data collection;
- Support the coordination of input from experts working on the Annual Review, particularly on the coding of spending data.

Events and communication

- Supporting the organisation of events, workshops and webinars organised by the Hub including the logistics and content of these events;
- Support the external communications of the Hub with social media content and contributions to content on the EPD website (articles, blogposts).
Programmes

- Support reporting requirements to donors for relevant projects where necessary;
- Maintain an overview of EPD research projects to ensure complementarity and relevance.

Requirements

- Master’s degree in political science, with a specialisation on democracy/democratisation and demonstrable knowledge of primary data analysis;
- Young professional with a minimum of 1 year of proven experience on democracy and/or democracy support;
- Experience with data coding is an asset;
- Proficiency in written and spoken English;
- Strong analytical skills and writing skills;
- A cooperative attitude and strong work ethic.

Conditions and benefits

- An initial 12-month contract with entry-level salary;
- 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);
- In compliance with EPD’s Structural 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;
- 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 Data and Research Officer should have a permission to work in the EU, and should be based in Brussels or move to Brussels in 2022.

Application procedure

Interested candidates should send a CV and the application form that can be downloaded on epd.eu/vacancies to programmes@epd.eu by 09 January 2022 (23:59 CET). Please name both the email heading and the application form as follows: “LAST NAME – FIRST NAME – DR Application.” Interviews will take place in early January with an indicative start date in February 2022.