

## Policy Officer

### Terms of Reference

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#### 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 19 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 Policy Officer to join our team in November 2022 for 2 years. The position will contribute to EPD's policy research and advocacy, support capacity building on digital policy issues among members and partners, and contribute more generally to the fulfilment of EPD's goals on Democracy in the Digital Sphere (as detailed in [EPD's multiannual strategy](#)).

#### Duties and responsibilities

##### Advocacy

- Contribute to EPD's advocacy strategy on digital policy issues, through policy research, civil society coordination and coalition-building;
- Represent EPD in meetings with civil society partners, and representatives of the European Commission, European Parliament, EU Member States and other key stakeholders;
- Engage in targeted advocacy towards the European Parliament, the Commission and EU Member States on digital policy issues, including the European Media Freedom Act, the Regulation on Political Advertising and the follow-up to the Digital Services Act.

##### Capacity-building & coordination

- Proactively expand EPD's network of civil society, institutional and academic partners in EU Member States and Brussels;
- Support the digitalisation working group within the EPD membership, through coordination and the organisation of workshops;
- Contribute to the organisation of workshops on digital policy advocacy with civil society organisations in Brussels and Member States, including participatory policy analysis workshops using the EPD [Digital Policy Navigator](#);

##### Events and communication

- Supporting the organisation of events, workshops and webinars that fall within the thematic responsibility of the officer, including the logistics and content of these events;
- Support EPD's communication on digital policy issues with regular tweets and contributions

to content on the EPD website (articles, blogposts).

### Programmes and fundraising

- Fulfil reporting requirements to donors for relevant projects where necessary;
- Support in the coordination and writing of project proposals related to media freedom, digital tech and democracy;
- Contribution to the definition of policy dialogues' agendas, work on policy recommendations with national partners, present best practices in the field of media regulation;
- Fundraising for assessments using the Policy Navigator and digital policy advocacy.

### Requirements

- Young professional with a minimum of 1 years of proven experience (including traineeships/internships) of proven experience on digital political, democracy issues, media freedom and pluralism, disinformation policies and media literacy.
- Proven interest in democracy in Europe and globally, and a strong interest in EPD's work in areas besides digital policy advocacy;
- Knowledge of EU policy processes and advocacy;
- Master's degree in law, political science, European studies or media studies is desirable;
- Proficiency in written and spoken English, other EU languages desirable;
- Strong analytical skills and writing skills;
- A cooperative attitude and strong work ethic.

### Conditions and benefits

- A 2-year 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 worked;
- At EPD, a structural teleworking policy is in place. A teleworking allowance of EUR 149,48 (home office and professional use of a private internet connection) will be granted monthly;
- A monthly public transportation card will be reimbursed fully (STIB card)
- 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 Policy Officer should be based in Brussels or move to Brussels in November 2021.

### Application procedure

Interested candidates should send a CV and the [application form](#) to [fernandohortalforonda@epd.eu](mailto:fernandohortalforonda@epd.eu) by **30 September 2022** (23:59 CET). Please name both the email heading and the application form as follows: "PO – LAST NAME – FIRST NAME Application." Interviews will take place on 10 and 11 October 2022, with a start date 1 November 2022.