



1) JOB DESCRIPTION: Job title: Coordinator EU Year 2010

Reports to the Director

Purpose of job:

2010 has been designated as the European Year for Combating Poverty and Social Exclusion. The European Anti-Poverty Network has been instrumental in promoting this Year and believes it can have a lasting impact if it is developed through a bottom-up, participatory dynamic.

The position offered will be crucial to make this happen. The main aim will be to coordinate and support successful preparation and implementation of the European Year 2010 within the European Anti-Poverty Network, as well as cooperation with key partners (in particular other social NGOs).

Main tasks include:

Project development and management

- Driving forward awareness-raising projects related to the European Year

Coordination, networking and capacity-building

- Liaising with and support key national and EU level actors to ensure a successful EU Year 2010
- Providing administrative support to the NGO steering group set up to drive coordination around the EU Year
- Drafting and editing capacity-building tools for EU and national level actors wishing to get engaged with the European Year 2010
- Representation in external meetings with EU officials and other stakeholders;

Information and communication

- Ensure visibility of EU and national 2010 developments
- Developing and maintaining an NGO portal providing key information and serving as coordination tool for NGOs taking part in the European Year
- Developing other relevant communication tools

2) PERSON SPECIFICATION

Skills/abilities

Essential:

- Strong inter personal skills, ability to communicate in writing and orally
- Sense of initiative and ability to be self supporting
- Excellent coordination, facilitation and networking skills
- Good organisational skills
- Good understanding of network functioning
- Fluent in English and possibly French
- Ability to work as part of a team
- Computer literacy

Desirable: Knowledge of other languages

Experience

Essential:

- Experience with developing and updating websites

Desirable:

- Experience in communication work and relations with media
- Experience of the world of NGOs, possibly in the social field
- Experience of working in an EU context

Knowledge

Essential:

- Knowledge of issues related to economic and social rights, preferably to poverty and social exclusion

Desirable:

- Knowledge of NGOs and NGO Networking
- Knowledge of EU institutions and functioning
- Knowledge of EU social policies

3) JOB CONTEXT

EAPN Team

The person will be part of a team of 12 (Director, Policy Coordinator, Policy Officers (2 plus one part time), Development Officer, Information Officer, Projects Officer, Administrative and Finance Officer, Office Manager and Secretary (2))

He/she will liaise with a network of very diverse national EAPN networks (one of each member state of the EU) and \pm 25 European Organisations. He/she will need to liaise with the statutory working structures in EAPN, as well as with a wider range of social NGOs which have initiated cooperation around the EU Year.

Special conditions:

Available to work unsociable hours (i.e: some weekend meetings, time off in lieu is given). Availability to travel.

Remuneration Package

The person will be employed under the Belgian law. The gross salary scale applicable to this position ranges from 2526 to 3579 Euro monthly, depending on relevant experience. Further benefits include a thirteenth month, double holiday pay, a forfaitary amount of 123,95 € on top of the monthly salary for expenses related to the job, reimbursement of public transport to come to work, meal vouchers, an extra-legal pension fund, a hospital insurance.