



**JOB DESCRIPTION**  
**POLICY AND ADVOCACY COORDINATOR**  
**EUROPEAN ANTI-POVERTY NETWORK**  
**FULL TIME, PERMANENT CONTRACT, STARTING SEPTEMBER 2021**

EAPN is recruiting a **Policy and Advocacy Coordinator**, a full-time position based in the EAPN Office in Brussels, on an open-ended contract (CDI).

The Policy and Advocacy Coordinator will work with our Policy Group, our staff team, our statutory bodies and the wider membership to lead our policy and advocacy work, contributing to the implementation of the Strategic Plan and to EAPN's vision of "A sustainable Europe free of poverty and social exclusion, with high levels of equality, where political, social, cultural and economic rights are respected". A key member of the Management of EAPN, the Policy and Advocacy Coordinator will deputise for the Director as necessary.

## 1) JOB DESCRIPTION

**JOB TITLE:** Policy and Advocacy Coordinator

**POSITION:** Full time permanent contract, based in EAPN Office in Brussels

**RESPONSIBLE TO:** EAPN Director

**PURPOSE OF JOB:** To develop, coordinate and implement EAPN's policy positions and advocacy strategies, aiming to make significant progress on the reduction of poverty and inequality throughout Europe.

### MAIN RESPONSIBILITIES

#### Policy and Advocacy Coordination (30%)

- Coordination of the creation and use of EAPN's policy positions through the membership and structures of EAPN, reflecting the aspirations of people experiencing poverty and social exclusion, and contributing to our strategic objectives and political priorities
- Coordination of the development and implementation of targeted advocacy strategies towards the EU Institutions and Member States, contributing to making key political and policy changes
- Managing the policy and advocacy work of EAPN to ensure quality and consistency with the policy objectives outlined within the strategic plan and annual work programme

- Drafting, ensuring implementation, monitoring and reporting of the policy deliverables of the annual work programme
- Together with the EAPN Comms team, ensuring clear, internal and external communication of the policy and advocacy work
- Organising and chairing Policy Team and Policy coordination meetings with other staff members.
- Developing joint actions with other key stakeholders to contribute to EAPN's advocacy work

### Management (20%)

- Participating in regular meetings of the EAPN Management Team
- Managing the policy team's budget
- Supervising and guiding members of the policy team (staff, interns and consultants)
- Seeking out and contributing to potential policy and advocacy related projects and funding opportunities for EAPN
- Deputising for the Director as and when necessary, both internally and externally

### Specific Policy and Advocacy work (30%)

- Leading on specific areas of EAPN's policy and advocacy work, working with the relevant bodies. Key areas include **the European Pillar of Social Rights, Anti-Poverty strategy, Social Protection** (with a specific focus on **minimum income**), **in-work poverty, Green Deal, energy poverty, the covid recovery.**
- Coordinating the analysis and monitoring of legislation, policies, measures, projects and studies, relevant to the designated policy area/s, and production of policy briefings and analytical reports.
- Preparing and presenting policy proposals to EAPN's Executive Committee and General Assembly.
- Preparing position papers/articles, reports, statements
- Developing and implementing an advocacy strategy towards the key EU institutions and Member States and other relevant actors, in consultation with the policy staff, the EUISG and the EAPN governing bodies
- Coordinating the organization of events and on-line webinars together, including the annual Policy Conference, and preparing and delivering high profile presentations to a wide range of decision makers, people with lived experience of poverty and other stakeholders.
- Working with other staff to ensure effective EAPN campaign work in the area/areas concerned, ensuring that campaigns further our political advocacy

### Other Tasks (20%)

- Contributing to the development and capacity building of members in EU level policy processes
- Working with the Participation Officer to ensure the meaningful engagement of people experiencing poverty in the development of our policy and advocacy
- Representing EAPN to external stakeholders, including the Commission, Parliament, Council and civil society organisations.

- Contributing material to EAPN communication channels, including our website, newsletter, press releases and media articles, and social media channels

## **2) PERSON SPECIFICATION**

The Policy and Advocacy Coordinator needs to be a highly driven, self-motivated individual who is committed to the vision, mission, and values of EAPN, and ambitious for the organisation and the eradication of poverty and inequality. Applicants with less than 5 years' experience of developing political advocacy strategies and policy positions are unlikely to possess the knowledge and skills necessary to undertake a position of this nature

### **1. SKILLS, ABILITIES AND ATTRIBUTES**

#### ***Essential***

- 1.1 Alignment with EAPN's vision, mission, and values
- 1.2 Ability to translate goals into achievable, practical, and creative advocacy strategies, and to evaluate and adapt such strategies as necessary
- 1.3 Optimistic, easy-going, and warm, a team player with the ability to deal constructively with issues, de-escalate conflicts, facilitate collaboration, and create a positive and uplifting professional atmosphere
- 1.4 Ability to facilitate large groups in-person and online
- 1.5 Sound judgement
- 1.6 Ability to rapidly analyse data and complex issues and present clear recommendations to internal and external audiences.
- 1.7 Financial literacy - managing budgets, reporting on projects
- 1.8 Ability to manage complex workloads, competing deadlines and to plan and prioritise accordingly
- 1.9 Ability to communicate fluently in English to a range of audiences (oral and written), representing organisations to the external world (including political targets, allies, media)
- 1.10 Solid IT skills including use of online communication and social media tools

#### ***Desirable***

- 1.11 Ability to work in other European languages

### **2. KNOWLEDGE AND EXPERIENCE**

- 2.1 Experience of developing policy positions, policy analysis and advocacy strategies to create meaningful change for the lives of people experiencing poverty
- 2.2 Experience in working a membership-based advocacy NGOs
- 2.3 Experience of working to empower people experiencing poverty and their organisations
- 2.4 Excellent knowledge of the dynamics that cause poverty, exclusion, and inequalities.

2.5 Knowledge of EU Institutions, EU anti-poverty and social inclusion policies, legal instruments, and how best to influence decision making and legislative processes around social policy (e.g. European Semester)

2.6 Experience of managing people and teams

***Desirable***

2.7 Experience of working in coalitions and networks

2.8 Experience of using public and / or communication campaigns to support political advocacy

2.9 Experience of advocacy on EU level social policy, with a focus on poverty and social inclusion or related policy areas

2.10 Knowledge and experience of basing policy and advocacy work on participatory research with people experiencing poverty

2.11 Knowledge and experience of EAPN Europe and our members

2.12 Knowledge of EU macroeconomic and environmental policies and the SDGs

### **3) JOB CONTEXT AND REMUNERATION PACKAGE**

#### **EAPN**

Information on EAPN can be found at [www.eapn.eu](http://www.eapn.eu)

#### **EAPN Staff Team**

The Policy Coordinator will lead the Policy Team – currently consisting of 2 people (i.e. Coordinator and 1 Policy Officer) plus interns. The team may increase in 2021.

S/he will liaise with a network of diverse members from across the EAPN National Networks and European Organisations. S/he will also coordinate our EU Inclusions Strategies Group.

Given the covid context, flexible working arrangements, including working from home, are actively promoted within EAPN.

#### **Remuneration Package**

The person will be employed under the Belgian law with Belgian employment conditions.

The gross salary is in line with the responsibility level of this position, depending on relevant experience. Further benefits include a thirteenth month, a forfaietary amount 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 and hospital insurance, ‘time in lieu’ arrangements for extra hours worked, and holiday pay.