



EUROPEAN ANTI POVERTY NETWORK

POLICY & ADVOCACY OFFICER

Purpose of the job: to actively work to support, advise, and strengthen EAPN in its policy and advocacy work to achieve a poverty-free Europe where everyone can reach their full potential, potential, where everybody can fully participate in society and access essential services and rights. The person will be part of a policy team of 3 (occasionally joined by an intern) composed of the Policy and Advocacy coordinator and a policy officer. EAPN secretariat is a team of 9. The policy officer will also liaise with a network of very diverse national EAPN networks in 32 countries and 13 European Organisations, as well as engage with activists with direct experience of poverty in EAPN.

Line management: Reports to the Policy and Advocacy Coordinator and possibly support the management of policy interns.

EAPN is an equal-opportunity employer. We value diversity and we do encourage individuals or members of groups which are affected by poverty and other grounds of discrimination to apply for this post. EAPN will ensure that opportunities offered are accessible to all regardless of gender, age, race or ethnicity, religion or belief, disability, sexual orientation.

Main tasks:

General

- To be responsible for collecting and analysing policy intelligence and take the lead on drafting position papers/reports and carrying out advocacy work related to the identified area/s of EAPN's policy work in coordination with the specific EAPN working group/s and the Policy team.
- To analyse and monitor relevant legislation, policies, measures, projects and studies at EU and national level, relevant to the designated policy area/s and produce policy briefings and analytical reports in consultation with the relevant working group/s.
- Support the Policy and Advocacy Coordinator with the management of EAPN's internal policy expert group, the EU Inclusion Strategies Group

Advocacy and policy tasks:

- To develop and implement advocacy strategies towards the most relevant institutions, in particular the EU institutions, for political change on key issues
- To build and strengthen coalitions and alliances, relevant to the different policy areas, in particular, related to energy poverty and climate justice, digital poverty and income inequality
- To develop and implement policy and advocacy proposals relevant to the specific work areas agreed together with EAPN national and European members, according to EAPN annual Workplan and strategic vision
- To contribute to the capacity-building of EAPN members, in relation our development and membership officer

- To support the meaningful participation of people experiencing poverty in all aspects of EAPN's policy and advocacy work in collaboration with our participation officer
- To draft position papers/articles/op-eds/letters/ reports and support their dissemination in collaboration with our communication officers
- To contribute to EAPN's campaigns, ensuring they are built around solid policy analysis
- To support EAPN's external communication, through our website, newsletters, etc
- To represent EAPN in key events and take up speaking engagements in different settings, as required and according to our internal procedure
- To contribute to developing an effective team approach with colleagues and partners to achieve EAPN's mission and objectives
- To support the fundraising efforts made under the leadership of the Director

WHAT WE ARE LOOKING FOR:

Experience

Between 5 years of experience at the EU or national level in policy, research and/or mobilisation work.

Essential:

- Experience in working with Social Justice grassroots, human rights issues, NGOs and/or in European or national membership-based organizations
- Experience working on policy/advocacy, including in building and implementing lobbying/advocacy strategies, in an EU or national context
- Experience in coalition building with civil society organisations at the European or national level

Desirable

- Experience on Economic Justice civil society organisations
- Experience working with national civil society organisations tackling poverty and social exclusion, discrimination or social injustice in general
- Experience in policy analysis related to social justice
- Experience in policy analysis related to energy poverty, income inequality or digital poverty

Skills:

Essential:

- Knowledge of EU or national anti-poverty and social inclusion policies and practices
- Knowledge of EU institutions and the decision-making process
- Strong interpersonal skills
- Excellent organisation skills
- Sense of initiative and ability to be self-supporting
- Ability to analyse and synthesize complex material into digestible advocacy documents to disseminate to partners and strategic stakeholders
- Ability to develop lobbying/advocacy strategies involving national and EU members
- Ability to build relationships, networks and alliances with partners and members
- Excellent ability to communicate to a variety of audiences in writing and orally
- Both written and oral fluency in English, any other language is a plus
- Computer literacy

- Ability to work well within a small team
- Ability to cope with competing deadlines and priorities while being able to manage competing priorities
- Group facilitation skills
- Public speaking skills
- Ability to adapt to a changing policy environment

Desirable

- Facilitation skills
- Project management skills
- Grant application and management skills

WHAT WE OFFER :

- **A temporary employment contract for 1 year under Belgian law based on 38 hours per week, over 5 days, renewable into a permanent contract based on performance review**
- Home working days
- The gross salary scale applicable to this position ranges from 3.451,75 - 3.486,36 EUR monthly, depending on relevant experience.
- A thirteenth month,
- double holiday pay,
- a forfeiter 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,
- hospital insurance.

TO APPLY :

- Please send your CV (paid and unpaid/volunteering experiences),
- a motivation letter which outlines why you would be a good fit for the role; and answering the following question: “according to you, what are the challenges to achieve an Europe free of poverty?” (no more than 1 page),
- 2 references
- Example of a report/policy/advocacy document, unedited

Special conditions:

- *Availability to travel in Europe, when sanitary condition permits.*

Please send your application to our Office Manager Sigrid Dahmen, sigrid.dahmen@eapn.eu, before February 26th COB.

Interviews will be held between March 6th and 10th. Unfortunately, due to limited resources, only shortlisted candidates will be contacted.