



EAPN is hiring a Participation & Development Officer (full-time)

The European Anti-Poverty Network (EAPN) is the largest European network of national, regional and local networks, involving anti-poverty NGOs and grassroots groups as well as European Organisations, active in the fight against poverty and social exclusion.

EAPN is looking to work with an experienced and enthusiastic individual to support its Participation & Network Development work, in particular by reinforcing EAPN's ability to network effectively and to strengthen the development and capacity building work of its members. The Participation & Development Officer will develop and implement EAPN's strategy for the annual Meeting of People Experiencing Poverty (PeP) at national and EU levels.

The Participation & Development Officer needs to have an understanding of the functioning of networks and governance structures and have experience in working in member-led organisations. The candidate is also expected to have skills in training, facilitation and capacity building and be willing to apply them to promote social inclusion and fight poverty.

Line management: Reports to the Director of EAPN and cooperates with the Communications Officers, the Events & Administration Officer, with the Policy & Advocacy Officer, with the Financial Manager and the Office Manager. The Participation & Development Officer is also responsible for the Membership Development Group and its activities with the members of our network.

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

Objectives of the job:

- Support the development of a strong EAPN membership base.
- Support the organisation of the European Meeting of People Experiencing Poverty by working closely with national PeP Coordinators.
- Develop and implement Network Development strategies across Europe.
- Integrate the perspective of PeP in policy exchanges, communication activities and campaigns.
- Support the participation of people experiencing poverty in the elaboration, assessment, and implementation of EAPN's objectives and missions.
- Organise EAPN communities for engagement in strategic processes, consultations, advocacy, and campaigns at national and local levels.
- Conceptualise and implement membership engagement, alignment, and capacity building strategies for EAPN networks and their members organisations.
- Engage with EAPN members and PeP delegations to stay updated about national/local political and social issues, as well as any organisational issues.

SPECIFIC RESPONSIBILITIES

1. Develop, implement and coordinate activities in the area of membership development and capacity building.

- Develop and implement EAPN membership development and capacity building strategy, in collaboration with the Membership Development Group. This should include both online and offline training activities and consultations.
- Develop and implement an annual programme of membership development and capacity building, in collaboration with the Membership Development Group.
- Identify and coordinate, with the support of other staff or consultants, specific tasks related to the strategy and annual programme.
- Support or coordinate specific training activities as may be identified in EAPN work programmes and ensure follow-up of these training activities.
- Establish support and ongoing assistance to prospective EAPN Networks in countries wishing to establish links with EAPN.
- Develop and implement a membership application process, providing support to potential members throughout this process.
- Lead on EAPN's Membership Assessment and Support System process.

2. To contribute to the organisation of the European Meeting of People Experiencing Poverty and to facilitate the participation and representation of PeP in policy exchanges by fulfilling the following tasks:

- Develop and implement EAPN participation strategy, in collaboration with the Membership Development Group.
- Support the Director in liaising with the team responsible for the PeP inside the European Commission.
- Support the Director to identify and secure funding sources for the meeting.
- Organise the online meetings of National PeP Coordinators and ensure the appropriate follow-up.
- Steer and support the preparation work done at national level for the European Meeting by working closely with the National PeP Coordinators.
- Work in a participative way with the group of National Coordinators to develop the programme (concept and running) of the European Meeting and the guidelines for preparation at national level.
- Ensure that internal contributions to communication, campaigning, and policy discussions are inclusive and integrate the view of people experiencing poverty.
- Promote the participation and representation of people experiencing poverty in external national and EU meetings.
- Together with the Director, coordinate input and support to the staff team for the European Meeting.
- Ensure the finalization of the report and key messages of the meeting.
- Ensure the follow-up of the meeting outcomes both at European and national level.

Other tasks

- Contribute to other Participation & Network Development work as necessary.
- Implement Community Mobilisation strategies in alignment with EAPN's campaigns, network development and advocacy objectives.
- Take on any task related to the post as deemed necessary and appropriate by the Director.
- Support EAPN's work on fundraising.
- Represent EAPN on civil dialogue at European level.

PERSON SPECIFICATION**Knowledge***Essential:*

- Knowledge of national and EU NGOs and NGO Networking.
- Proven knowledge of organisational development.
- Proven knowledge of community mobilisation/organising.
- Good understanding of network functioning.
- Knowledge of human rights and rights-based approaches.
- Knowledge of policy-making processes.

Desirable:

- Knowledge of EU institutions and functioning.
- Knowledge of EU Social Policy.
- Knowledge of NGOs at EU level.

Skills/abilities*Essential:*

- Training, facilitation and capacity building methodology and skills.
- Excellent ability to communicate in writing and orally.
- Community engagement techniques and methodologies.
- Fluent in English and excellent ability to communicate in writing and orally.
- Ability to liaise with relevant parties, coordinate input and meet deadlines.
- Self-starter, organised, able to multitask and balance multiple responsibilities.
- Ability to work as part of a team while being self-supporting.
- Initiative and creativity in problem-solving.

Desirable:

- Knowledge of other languages.

Experience*Essential:*

- 5 to 7 years of experience in Participation and/or Network Development strategies.
- Experience in community organising or mobilisation.
- Experience of the world of NGOs and their environment.
- Experience of supporting governance structures and working in member-led organisations.
- Experience of project development and management.

Desirable:

- Experience of working in a European organisation.
- Good team-working spirit.

Special conditions

Availability to travel in Europe, when appropriate.

WHAT WE OFFER

- **A temporary employment contract for 12 months 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 varies from € 3.450,40 to € 3.484,99 gross (according to the years of experience)
- A thirteenth month (proportionally to the period of the contract).
- 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 the organisation (no more than 1 page),
- 2 references,
- 2 examples of Network Development initiatives led or implemented by the candidate.

Please send your application to our Office Manager Sigrid Dahmen, sigrid.dahmen@eapn.eu, before 07 January 2024 COB.

Interviews will be held between 29 and 30 January 2024.