



Participation & Network Development Assistant
(Convention d'Immersion Professionnelle CIP - Temporary position – 6 months)

The European Anti-Poverty Network (EAPN) is the largest European network of national, regional and local networks committed to the fight against poverty and social exclusion. Our members include grassroots organisations, anti-poverty NGOs, and European-level organisations who work together to amplify the voices of people experiencing poverty and advocate for structural change.

We are currently looking for a motivated and committed **Participation & Network Development Assistant** to join our team. This role is a key support to our ongoing efforts to strengthen the development and capacity building work of our member organisation, as well as the participation of **People Experiencing Poverty (PeP)** in shaping policy, practice, and organisational strategy at national and EU levels. The Participation & Network Development Assistant will contribute to the delivery of EAPN's participation and network development strategies by helping coordinate internal processes, agenda setting and events of People Experiencing Poverty (PeP) at local, regional, national and EU levels to ensure their meaningful, inclusive, accessible engagement.

The ideal candidate needs to have a primary understanding of the functioning of networks and governance structures and have acquired skills in working in member-led organisations. She/He/They will have a deep interest in **community mobilisation**, and **inclusive participation**. The candidate is also expected to have interests to training, facilitation and capacity building activities that empower people and strengthen our network's collective impact.

This is an excellent opportunity for someone early in their career who wants to build experience in EU civil society, advocacy, and participatory governance - while supporting a movement for a more just and inclusive Europe.

Line management: *The Participation & Network Development Assistant will report and work under the direct supervision of the Senior Participation & Development Officer of EAPN and will liaise regularly with the Communications Officers, the Office Manager, the Budget & Financial Officer, the Policy & Advocacy team, and with the Director. She/He/They will also support 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 participation of People Experiencing Poverty in all internal processes of the network.
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- Support the participation of People Experiencing Poverty in different consultations and meetings with external stakeholders, especially EU and National institutions.
- Support the organisation of the European Meeting of People Experiencing Poverty by working closely with national PeP Coordinators.
- Support EAPN Network Development strategies across Europe.
- Ensure that the lived experience and perspectives of PeP are consistently reflected in EAPN's policy work, communication, and campaigns. Support the creation of safe, inclusive spaces for meaningful participation of people experiencing poverty in internal and external forums.
- Support the participation of people experiencing poverty in the elaboration, assessment and implementation of EAPN's objectives and missions.
- Organise with EAPN communities for engagement in strategic processes, consultations, advocacy and campaigns at European, national and local levels.
- Support 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 – Membership Development & Capacity Building

- Support the implementation and coordination of 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.
- Identify and coordinate, with the support of the team or external experts, specific tasks linked to the annual work programme and strategic priorities.
- Contribute to the development of tools and materials for capacity-building, such as toolkits, peer exchange formats, and facilitation guides.
- Support and 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.
- Support the implementation and coordination of EAPN membership application process, providing support to potential members throughout this process.
- Support EAPN's Membership Assessment and Support System process.

SPECIFIC RESPONSIBILITIES – European Meeting of People Experiencing Poverty

- Support and coordinate the preparation work and the organisation of the European Meeting of People Experiencing Poverty (PEP Meeting) or other stakeholders' meetings and to facilitate the participation and representation of PeP in policy exchanges
- Assist in the evaluation process after the meeting, including gathering feedback from PeP delegates and contributing to the drafting of the final report and key outcomes of the PEP meeting, as well as, input for internal reflection.
- 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.
- Support the organization of online meetings of National PeP Coordinators and ensure the appropriate follow-up
- Support and coordinate the preparation work done at national level for the European Meeting and other stakeholder meetings by working closely with the National PeP Coordinators.
- 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 Senior Participation & Development Officer, coordinate input and support to the staff team for the European Meeting. Ensure the finalisation 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.
- Assist in organising peer learning exchanges, thematic working groups, or mutual support spaces among EAPN members and PeP coordinators
- Support administrative and logistical tasks related to event organisation, travel coordination, and reimbursements when necessary.
- Represent EAPN on civil dialogue at European level
- Take on any task related to the post as deemed necessary and appropriate by the Senior Participation & Development Officer

PERSON SPECIFICATION

Experience

Essential:

- *Strong interest in working directly with people with lived experience of poverty and social exclusion.*
- Basic Knowledge of national and EU NGOs and NGO Networking.
- Basic knowledge of organisational development.
- Basic knowledge of community mobilisation/organising.
- Good understanding of network functioning.
- Knowledge of human rights and rights-based approaches.
- Knowledge of policy-making processes.
- *Comfortable working in an intercultural, multilingual environment.*

Desirable:

- Knowledge of EU institutions and their functioning.
- Knowledge of EU Social Policy.

- Knowledge of NGOs at EU level.
- Basic understanding of inclusive language and accessibility principles.
- Experience with collaborative digital tools (e.g., Teams, Zoom, etc.)

Skills/abilities

Essential:

- Fluent in English and excellent ability to communicate in writing and orally.
- Knowledge of Community engagement and active participation techniques and methodologies.
- 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:

- Training, facilitation and capacity building methodology and skills.
- Knowledge of other languages is a plus

Experience

Essential:

- Recent graduates with interest in Participation and/or Network Development strategies.
- Early experience in Community Organising or mobilisation
- Early experience of the world of NGOs and their environment.
- Interest of supporting governance structures and working in member-led organisations.
- Early engagement in project development and management

Desirable:

- Early experience in working in a European organisation
- Good team-working spirit

Special conditions

Availability to travel in Europe, when appropriate

WHAT WE OFFER :

- A CIP contract for 6 months under Belgian law based on 38 hours per week, over 5 days
- Home working days
- The indemnity would be as follows:
 - Age 18: 865,90 Euros
 - Age 19: 929,30 Euros
 - Age 20: 992,60 Euros
 - Age 21 and older: 1056,00 Euros

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 projects, actions, engagements in including vulnerable communities in organisations' strategies

Please send your application to our Office Manager Philippe Lemmens (Philippe.lemmens@eapn.eu) **before July 30.**

NOTE: Interviews will be held in the third week of August 2025.