

Policy and Advocacy 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 **Policy and Advocacy Assistant** to join our team. This role is a key support to our ongoing efforts to **EAPN in its policy and advocacy work to achieve a poverty-free Europe**. The Policy and Advocacy Assistant will contribute to the delivery of EAPN's policy and advocacy strategies and 2026 work plan by supporting internal processes, agenda setting and events.

The ideal candidate is a motivated and organised individual interested in learning about European Union affairs, with a focus on social rights, social justice and poverty eradication. They are committed to EAPN's mission and values and are comfortable working in a dynamic, multicultural and member-led environment. They enjoy bringing structure to complex processes and can manage multiple tasks simultaneously. A first experience working with non-profit organisations, networks, or social justice initiatives is an asset, but not compulsory, as is a genuine commitment to meaningful participation and the inclusion of people experiencing poverty in policy development.

Line management: *The Policy and Advocacy Assistant will report and work under the direct supervision of the Director. She/He/They will support the two Senior Policy and Advocacy Officers.*

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.

Main tasks:

Support to Policy and Research

- Support the monitoring of EU and national policy developments relevant to EAPN's work on poverty and social exclusion.
- Contribute to the preparation of policy briefings, background notes, summaries and other analytical documents.
- Support the work of EAPN's internal policy expert group, the EU Inclusion Strategies Group (EUISG), including meeting preparation, note-taking and follow-up.

Support to Advocacy

- Assist the Policy and Advocacy Team in implementing EAPN's advocacy activities towards EU institutions and other stakeholders.
- Support the organisation of policy meetings, workshops, webinars, and events involving EAPN members and external partners.
- Support the meaningful participation of people experiencing poverty in EAPN's policy and advocacy work, in collaboration with the Participation and Network Development Team.
- Assist with the preparation of communication materials for EAPN's website, newsletters and social media channels in collaboration with the Communications Team.

General Support

- Contribute to the implementation of EAPN's annual workplan and strategic objectives.
- Provide administrative and coordination support to the Policy and Advocacy Team as required.
- Participate actively in team meetings and contribute to a collaborative working environment.
- Undertake other tasks related to EAPN's mission and activities, as agreed with the line manager.

WHAT WE ARE LOOKING FOR:

EXPERIENCE

Essential

- Recent graduate in political science, public policy, European studies, social sciences, law, international relations, or a related field,
- Demonstrated interest in social policy, advocacy, human rights, social justice, or anti-poverty work through academic studies, volunteering, internships, student organisations, or other relevant activities.

Desirable

- Previous internship, volunteer, or professional experience in an NGO, civil society organisation, EU institution, public administration, or international organisation.
- Experience contributing to policy, advocacy, campaigning, or research activities at local, national, or EU level.

KNOWLEDGE

Essential

- Basic understanding of the functioning of the European Union and its institutions.
- Knowledge of social policy, human rights, or anti-poverty issues.

Desirable

- Familiarity with EU policy and advocacy processes.
- Knowledge of one or more languages in addition to English.

SKILLS

Essential

- Excellent written and spoken English.
- Strong research, analytical, and critical thinking skills, with the ability to synthesise information from multiple sources.
- Ability to draft clear, concise, and well-structured written materials.
- Strong organisational skills, attention to detail, and ability to manage multiple tasks, competing priorities, and deadlines.

- Strong interpersonal and communication skills, with the ability to engage effectively with diverse stakeholders, including EU institutions, civil society organisations, and people experiencing poverty.
- Ability to work effectively in an intercultural and multilingual environment.

Desirable

- Experience using collaborative digital tools (e.g. Microsoft Teams, Zoom, and similar platforms).
- Ability to draft policy, advocacy, or research-related materials.
- Strong team-working and collaboration skills.

OTHER REQUIREMENTS

Essential

- Strong commitment to social justice, human rights, and the fight against poverty.
- Proactive attitude and willingness to learn.
- Motivation to develop professionally in EU policy and advocacy related to social justice, human rights, and anti-poverty issues.

Other

- Willingness and availability to travel within Europe when required.

WHAT WE OFFER:

- A CIP contract for 6 months under Belgian law based on 38 hours per week, over 5 days
- Home working days
- Meal vouchers (amount per day worked)
- Reimbursement of STIB monthly subscription
- The indemnity would be as follows: 1095,00 Euros / month

TO APPLY :

- Please send your CV (paid and unpaid/volunteering experiences, and well as potential jobs not related to EU affairs, such as student jobs)
- 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

Please send your application to our Office Manager Philippe Lemmens (Philippe.lemmens@eapn.eu) **before 20 August 2026.**

NOTE: Interviews will be held in the first half of September.