CALL FOR APPLICATIONS
Policy and Campaigns Director
EUROPEAN WOMEN'S LOBBY SECRETARIAT
Open ended contract from latest 2 September 2019

Do you want to work for a Feminist Europe?

You are in the right place! The European Women's Lobby (EWL) is the largest umbrella organisation of women's associations in the European Union, gathering over 2000 women's associations. The EWL has members in all 28 EU Member States and three of the candidate countries. The EWL campaigns for a feminist Europe, which promotes women's rights and equality between women and men in the European Union in line with our organisational strategic framework "Together For A Feminist Europe!".

You could be the person we are looking for!

The EWL is recruiting an experienced, strategic and empathetic Policy and Campaigns Director to lead the collaborative design, delivery and impact of EWL's Feminist Policy and Campaigns work. This person will also be responsible for managing, coaching and empowering a team of 7 policy and campaigning staff to design and develop impactful campaigns as part of fulfilling the goals of our Strategic Framework, and to grow and develop professionally and personally.

In addition to having the relevant experience in policy and campaigns work (outlined below), the Policy and Campaigns Director needs to have **exceptional interpersonal skills, with demonstrated experience in staff management**. We are looking for an outstanding professional with a natural talent for communicating with colleagues from different cultures and working styles, for getting the best out of a team, and for establishing trust with colleagues, members, and external stakeholders.

As an **intersectional feminist organisation, we are seeking to build an organisation that represents Europe in all of its diversity**. As such, people/women of color and from ethnic minority groups, people with disabilities, people from the LGBTQI community and people coming from marginalized groups are especially encouraged to apply.

Application Instructions

Please read these instructions and the role profile and qualifications carefully before you apply. When completing the application form**, please aim to address the role requirements point by point and in detail**, to help us identify the skills, knowledge and experience you have to be able to do the job effectively. As we often receive a large number of applications from experienced and qualified candidates, we will give priority to those who can demonstrate that they the essential criteria listed. We know you are busy, and we appreciate you taking the time to apply!

HOW TO APPLY

Interested candidates are requested to submit an **application** to the European

Women's Lobby via email to jobs@womenlobby.org **along with a one-page cover letter explaining your motivation and alignment with the role and copy of your CV (not longer than two pages)**.

Applications not respecting the instructions for completing the form will not be considered.

Please include in the e-mail subject line: "Application for Policy and Campaigns Director, and YOUR NAME"

Closing date for applications is **22 April (midnight CET) at midnight CET**.

First round interviews of shortlisted candidates will be held during **the week of 6 May**. Interviews through Skype are possible for candidates who are not able to come to Brussels in person. The ideal candidate should be able to start as soon as possible, latest 2 September 2019.

ROLE, CONDITIONS & REQUIRED COMPETENCIES

Role Title: **Policy and Campaigns Director**

Role Purpose: **To ensure effective design, delivery and impact of EWL's Feminist Policy influencing and campaigning** in line with our organisational strategy

Reporting To: **Secretary General**

Location: **EWL Secretariat, Brussels**

1. Role description

Overall responsibilities

1. To support the Secretary General in **defining and implementing the external political strategy and engagement of EWL**;
2. To coordinate with EWL members to jointly **develop and implement specific EWL feminist policy and campaigns** work defined through the organisational objective setting process and provide political leadership in ensuring synergy and coherence of EWL positions, statements and campaigns across EWL;
3. To manage, **supervise and empower policy and campaigns staff** to work collaboratively to implement EWL's policy-influencing strategies and innovative campaigns.
4. To work collaboratively with others in the secretariat ensure that policy and campaigns work is integrated with all other areas of work, including overall risk and resource management, finance, fundraising, membership and communication.

Objectives and activities

1. To support the Secretary General in **defining and implementing the external political strategy and engagement of EWL**:
   - Ensure coherent engagement strategy with the EU institutions, including high level external representation;
   - Ensure coordination of EWL's international political engagement around international women's rights frameworks such as the Beijing Platform for Action, CEDAW and the SDGs; and
   - Ensure, when necessary, key briefing materials and/or talking points to the President and the Secretary General for external representation.

2. To coordinate with EWL members to jointly **develop and implement specific EWL feminist policy and campaigns** work defined through the organisational objective setting process and provide political leadership in ensuring synergy and coherence of EWL positions, statements and campaigns across EWL:
   - Ensure that all EWL policy and campaigns work build on existing EWL positions and expertise within EWL Membership;
   - Ensure that all policy and campaigns work drives real-world impact for women and girls;
   - Develop and coordinate a strategy to strengthen alliance and movement building for the EWL;
   - Oversee the effective operation of Member Working Groups and Taskforces convened by the Policy and Campaigns Hub; and
   - Ensure that all campaigns work has an intersectional perspective.

3. To manage, **supervise and empower policy and campaigns staff** to work collaboratively to implement EWL's policy-influencing strategies and innovative campaigns:
   - Line manage the policy and campaigns staff in line with the EWL Human Resources Policies and feminist leadership principles to ensure their well-being, empowerment, and professional development;
   - Ensure coherence of priorities, allocation of human and financial resources for the policy and campaigns work; and
   - Convene regular meetings of the team to ensure information exchange, collaborative planning and learning.

4. **Work collaboratively with others in the secretariat ensure that** policy and campaigns work is integrating with all other areas of work, including overall risk and resource management, finance, fundraising, membership and communication;
   - Participate in the Management Coordination Team of the EWL Secretariat to ensure that the Policy and Campaigns work is integrated into the overall resource, risk and strategic management of the Secretariat.
   - Provide management information for the Secretary General, the Executive Committee, Board, and General Assembly to contribute to better ongoing planning, reporting, and learning of our policy and campaigns work;
   - Ensure smooth and open communication with and between the Policy and Campaigns hub, other EWL staff, and EWL Members;
   - Ensure collaborative working with the communications and membership hub to ensure maximum visibility and impact in EWL external work; and

- With support from and in collaboration with the Programme Hub, contribute to seeking and securing funding for Policy and Campaigns work.

Essential Skills and Attributes

- ✓ **Commitment to intersectional feminism and women's rights**. Alignment with the European Women's Lobby Strategic Framework, vision, mission and values;
- ✓ **Alignment with EWL positions**; especially on male violence against women and prostitution as per the EWL position paper "Towards a Europe Free from all Forms of Male Violence Against Women";
- ✓ **Strategic thinker**, able to translate goals into achievable, practical and creative campaigns. Must have experience in designing, implementing and evaluating policy and campaigning work at EU or international level;
- ✓ **Excellent feminist leadership and management skills**, including a minimum of 3 years of direct management experience; must have good process facilitation skills, conflict resolutions skills, and the ability to communicate with people who have different communication and working styles and come from different cultures;
- ✓ **High level of empathy**, and strong interpersonal skills with demonstrated experience ensuring the well-being, empowerment and professional development of a team, and giving open and clear feedback according to the learning-styles and communication preferences of each team member;
- ✓ **Deep respect for diversity**, and demonstrated commitment to the promotion of a diverse and inclusive Europe;
- ✓ This position requires **strong self-awareness**, the ability to build and maintain trust with colleagues and members and outstanding communication and interpersonal skills;
- ✓ **Optimistic, easy-going and warm**, with the ability to diplomatically de-escalate conflict, facilitate collaboration, and create a positive and uplifting professional atmosphere;
- ✓ Knowledge and experience of working to influence the EU Institutions on women's rights;
- ✓ Must have **experience and ability to effectively represent an organisation externally** to political targets, allies and media;
- ✓ Demonstrable **commitment to international civil society and social movements**. Must have experience of working with movement building within membership organisations;
- ✓ **Financial literacy** including an ability to work with budgets and financial reporting for donor funded projects;
- ✓ This position requires excellent **organisational, time and project management skills**;
- ✓ Proficiency in spoken and written **English** is essential
- ✓ **Solid IT skills** including use of online communication and social media tools;
- ✓ At least **8 years' relevant work experience, of which at least 3 in a staff management capacity**.

Preferred essential skills and attributes

- ✓ Previous experience in an NGO or social movement/network;
- ✓ Previous experience working in an international multi-cultural environment;
- ✓ Demonstrated experience in movement building;

- ✓ University degree or equivalent experience;
- ✓ Knowledge of French and other languages is an asset.

2. What we offer

- ✓ The opportunity to direct feminist policy and campaigns work in the leading European women's rights organisation, protecting and promoting the rights of millions of women in 31 countries;
- ✓ The opportunity to represent the organisation at senior level in high-level meetings and events, including international travel;
- ✓ A relaxed office environment, with a great deal of personal autonomy, flexibility, and room for creativity and innovation;
- ✓ A friendly and lively multicultural environment in a small team of 14 dedicated feminists;
- ✓ Feminist working culture with strong HR management framework committed to staff development and personal evolution;
- ✓ The possibility to contribute to the leadership of the governance of an umbrella movement organization operating at EU level;
- ✓ A long-term contract under Belgian law starting latest 1 September 2019;
- ✓ A gross salary of 3900,00 EUR/month plus benefits: 13th month, "pécule de vacances", pension (assurance groupe), lunch vouchers and reimbursement of local transportation.

EUROPEAN WOMEN'S
LOBBY
EUROPEEN DES FEMMES

Funded by the Rights, Equality & Citizenship Programme