

CALL FOR APPLICATIONS
Policy and Campaigns Officer – Maternity cover
EUROPEAN WOMEN’S LOBBY SECRETARIAT
1 year contract

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 27 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.

You could be the person we are looking for!

The EWL is recruiting a well-organised and ambitious Policy and Campaigns Officer to contribute to EWL’s feminist policy and campaigns work on violence against women and girls. This person should have a deep commitment to eradicating male violence against women, and be ready to boldly lead our advocacy and campaign work towards an EU Directive on violence against women and girls. We are looking for someone who is strategic and systematic in their approach to advocating and campaigning. This person should have a natural ability to keep calm under pressure, approach difficult issues gracefully, and infuse their work with a sense of hope and optimism.

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 coming from marginalized groups are especially encouraged to apply.

Please be aware that to be selected for this position, **you must have the right to legally work in Belgium at the time of submitting your application.** Unfortunately, we are not able to make any exceptions or provide sponsorship.

The specific tasks, as described in the Role Profile below, will be carried out online or in the EWL Secretariat in Brussels under the supervision of the Director of Policy and Campaigns, and start from 1 May 2021. This contract is a maternity leave cover and will be limited to 1 year.

Starting date: **asap from 1 May 2021**
Deadline for applications: **18 April 2021 midnight**

Application Instructions

Please read these instructions and the role profile and qualifications carefully before you apply. When completing the application form, **please 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 meet all of 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 using the application form and a CV.

Please, keep in mind that only this application form and a CV will be considered for the selection; do NOT send any other document (recommendation letters, diplomas, etc.). Applications not respecting the instructions for filling the form will not be considered.

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

Closing date for applications is **18 April 2021 at midnight CET**. We regret that, due to the high number of applications, only shortlisted candidates will be contacted.

Interviews of shortlisted candidates will be held online during **the week of 19 or 26 April 2021**.

The candidate should be able to start as soon as possible from **1 May 2021**.

ROLE, CONDITIONS and REQUIRED COMPETENCIES

Role Title: Policy and Campaigns Officer (maternity cover)

Reporting To: Policy and Campaigns Director

Role Purpose: To contribute to EWL's policy and campaigns work and the implementation of EWL Strategic Plan, through:

- Development and delivery of specific policy, advocacy and campaign plans in line with strategic and annual objectives;
- Contribution to the overall work of the Policy and Campaigns Hub;
- Participation in the overall work of the organization.

Location: EWL Secretariat, Brussels / online (home-based)

1. Role description

Objectives	Tasks
Development and delivery of policy, advocacy and campaign plans - 60%	<ul style="list-style-type: none"> • Take the lead on specific campaigns and policy work, including advocacy at EU level, as agreed with the Policy and Campaigns Director, according to EWL work programmes and Strategic Plan; • Ensure that EWL campaigns and policy work are based on power analysis, framing analysis, SMART objectives, planning, evaluation, impact assessment at all levels (especially at EU level), and learning processes; • Support EWL engagement in civil society networks and organisations as relevant; • Support EWL strategic institutional engagement, including at EU level; • Work with the Communications and Media Officer and support the drafting, coordinating and editing of EWL publications and communication tools and material (such as press releases, speeches, social media messages, web articles, etc.) as appropriate; • Engage EWL members in EWL campaigns and policy work in collaboration with the Membership and Governance Coordinator, including through setting up and facilitating relevant working groups (or task forces) of EWL members; • Coordinate and manage logistical arrangements for campaign activities as appropriate and required; • Contribute to the inclusion of an intersectional approach in EWL campaigns and policy work; • Represent the EWL in external fora as appropriate; • Contributes to seeking and securing funding for Policy and Campaigns work, through undertaking research on potential funders, building and managing relationships with donors, writing project proposals and budgets, undertaking monitoring and evaluation of funded proposals, and reporting on expenditures.
Contribution to the Policy and Campaigns Hub - 30%	<ul style="list-style-type: none"> • Participate actively and fully in the Policy and Campaigns Hub; • Participate in the annual planning & budgeting for EWL through the Policy and Campaigns Hub; • Contribute to the annual reporting of EWL including reporting to the European Commission and reporting to private funders; • Support and lead occasionally on the development and implementation of tools for planning, monitoring and evaluating our policy, advocacy and campaigns work; • Monitor EU developments in some areas as needed, and conduct research as required; • Facilitate working structures of EWL members as appropriate; • Ensures high standard project and budget management under the supervision of the Policy and Campaigns Director.
Participation in the overall work of the organisation - 10%	<ul style="list-style-type: none"> • Support the visibility and reputation of EWL through contributing to the communications, publications and representation of EWL, as well as EWL internal communication; • Contribute to the life of the association through participating fully to staff activities and meetings as well in the governing bodies as required, and supporting other colleagues as appropriate; • Supervise interns as appropriate; • Support to general administration.

SCOPE OF THE POLICY AND CAMPAIGNS FOR THIS POSITION

The primary focus of this position is to lead and coordinate EWL's **advocacy and campaign work to end all forms of male violence against women and girls.**

This includes:

- leading on EWL advocacy efforts towards an EU Directive on all forms of violence against women and girls, in coordination with other Policy and Campaigns Officers and in cooperation with the Policy and Campaigns Director,
- coordinating efforts towards the ratification of the Istanbul Convention at the EU and national level,
- facilitating the work of the Observatory on violence against women and girls,
- coordinating the work with all EWL Members and allies in Europe and internationally,
- convening meetings of the [European Coalition to end violence against women and girls](#) and supporting joint actions,
- advising on EWL's engagement in the Generation Equality Action Coalition on violence against women and girls.

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](#)" and the [EWL charter of principles on violence against women](#).
- ✓ **Strong knowledge and experience of working to prevent and combat male violence against women;**
- ✓ **Understanding** of the structural causes and consequences of male violence against women;
- ✓ Demonstrated ability to develop and implement achievable, effective and creative **advocacy and campaigns** at EU, regional or international level;
- ✓ **Excellent interpersonal and communication skills:** ability to receive and give thoughtful and constructive feedback, and communicate clearly and openly with team members, colleagues, members and external stakeholders;
- ✓ **Strong resilience:** able to work well under pressure and in the face of opposition, while remaining optimistic and energized;
- ✓ **Systematic and strategic thinker** who is able to both see the big picture, and plan and lead day to day activities in an organized way;
- ✓ **Ambitious and driven to achieve impact;**
- ✓ **Steady, composed and analytical individual** who enjoys and gets energy from working with others and remains positive and focused in the face of stress or pressure;
- ✓ **Excellent facilitation skills** including experience in facilitating collective advocacy and campaign design and implementation process;
- ✓ **Deep respect for diversity** and demonstrated commitment to ensuring intersectionality and inclusivity in all areas of work;
- ✓ Experience and ability to effectively **represent an organisation externally** to political targets, allies and media;
- ✓ Demonstrable commitment to **international civil society and social movements;**
- ✓ Excellent **organisational, time management and project management skills;**
- ✓ Proficiency in spoken and written **English** is essential;
- ✓ **Solid IT skills** including the use of online communication and social media tools;

- ✓ At least **5 years'** relevant experience.

PREFERRED SKILLS AND ATTRIBUTES

- ✓ Knowledge and experience of working to influence the EU Institutions on women's rights;
- ✓ Previous experience in an NGO or social movement network;
- ✓ Experience of working with membership organisations or networks, including through collective decision-making bodies such as working groups, or governance structures;
- ✓ Demonstrated experience in movement building;
- ✓ University degree or equivalent experience;
- ✓ Knowledge of French and other languages is an asset.

2. What we offer

- ✓ An opportunity to contribute to feminist policy and campaigns work in the leading European women's rights organisations;
- ✓ Opportunity to represent the organisation internationally,
- ✓ A friendly multicultural environment in a small team of 16 dedicated feminists;
- ✓ Feminist working culture with strong HR management framework committed to staff development and personal evolution;
- ✓ The possibility to gain firsthand knowledge of the governance of an umbrella movement organization operating at EU level;
- ✓ A 1 year contract under Belgian law;
- ✓ A gross salary of 3000,00 EUR/month plus benefits: 13th month, "pécule de vacances", pension (assurance groupe), lunch vouchers and reimbursement of local transportation.



EUROPEAN WOMEN'S
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www.womenlobby.org



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