

CALL FOR APPLICATIONS

POLICY AND CAMPAIGNS OFFICER (Focus on gender mainstreaming in digital policies)



TOGETHER FOR A
**FEMINIST
EUROPE**

WWW.WOMENLOBBY.ORG

European Women's Lobby Secretariat Brussels

Preferred start date: July 2023

Deadline for applications: 1st May 2023 23:59 CEST

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 network of women's organisations in the European Union, gathering over 2000 women's associations. The EWL has members in 26 EU Member States, 3 official-candidate countries, Iceland, United Kingdom as well as 17 European-wide member organisations. The EWL campaigns for a feminist Europe, promoting 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 feminist digital policies and gender-mainstreaming in EU digital policies**. This person should have a deep commitment to women's rights online and offline, equal participation and representation of women in the online sphere and strong legal knowledge of combating online 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 with determination, and infuse their work with a sense of enthusiasm.

We are looking for a **POLICY AND CAMPAIGNS OFFICER** specialising in gender-mainstreaming of digital policies to ensure that EWL and its member organisations actively contribute to our common feminist vision for Europe which includes feminist digital policies and combating online violence against women and girls.

As an inclusive feminist organisation, we are seeking to build an organisation that represents Europe in all of its diversity. We believe candidates with diverse experiences and backgrounds bring real added value to our existing feminist culture. As such, we strongly encourage applicants from underrepresented and marginalised groups, sexualities or nationalities 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 the EWL Secretariat in Brussels under the supervision of the Director of Policy and Campaigns, and start from July 2023 on a full time long-term contract.

HOW TO APPLY

Please read the instructions and the role description, necessary skills and attributes and conditions carefully before you apply. As we often receive a large number of applications, we will give priority to those who can demonstrate that they meet the criteria listed.

You are requested to submit to the European Women's Lobby via email at jobs@womenlobby.org

- Your CV - two pages maximum in Word or PDF. Name your file as 'Last name_CV_PCO'
- A maximum one-page cover letter outlining your motivation and your experience relevant to the role. Name your file as 'Last name_cover letter_PCO'

Please keep in mind that only applications transmitted via the correct procedure will be considered.

Closing date for applications is the **1st of May 2023 23:59 CET**. **Interviews of shortlisted candidates** will be held during the week starting the **22nd of May 2023**. A first interview round will be carried out online, through ZOOM.

A second interview round will be in person at our office in Brussels the week of 29th of May 2023.

ROLE DESCRIPTION

Role Title: Policy and Campaigns Officer
Reporting To: Policy and Campaigns Director
Location: EWL Secretariat, Brussels (with possibility to work from home up to 3 days per week)

ROLE	
Objectives	Tasks
Delivery of policy, advocacy and campaign plans - 60%	<ul style="list-style-type: none"> • Take the lead on the delivery of 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 Framework; • Support EWL strategic institutional engagement, including at EU level; • Ensure that EWL campaigns and policy work are based on clear project management structures with power analysis, framing analysis, SMART objectives, planning, evaluation, impact assessment at all levels (especially at EU level), and learning processes; • Support implementation of EWL campaigns and policy projects through coordination, monitoring and ongoing evaluation of work progress; • Coordinate and manage logistical arrangements for campaign activities as appropriate and required; • 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; • Liaise with the Communications and Media Coordinator on campaign goals and communication strategies for projects; • Support EWL engagement in civil society networks and organisations as relevant.
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 and 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; • Monitor EU developments in some areas as needed, and engage new stakeholders where relevant; • Facilitate working groups (or taskforces) of EWL members as appropriate; • Follows the budget management under the supervision of the Policy and Campaigns Director; • Proactively liaise with the Policy and Campaigns Director to report on advancements, opportunities and/or challenges.
Participation in the overall work of the organisation – 10%	<ul style="list-style-type: none"> • Contribute to the life of the association through participating fully to staff activities and meetings as well as in the governing bodies as required, and supporting other colleagues as appropriate; • Support the visibility and reputation of EWL through contributing to the communications, publications and representation of EWL, as well as EWL internal communication; • Supervise interns as appropriate; • Support to general administration.

SCOPE OF THE POLICY AND CAMPAIGNS FOR THIS POSITION

- Lead on the “**feminist digital policies**” portfolio including by engaging in ongoing policy discussion with EU institutions, stakeholders and relevant organisation on gender-mainstreaming in digital policies;
- Lead the work on online violence against women in coordination with the Policy and Campaigns Officer in charge of the ‘combating violence against women and girls’ portfolio, including coordinating a research on forms of online violence against women;
- Coordinate the EWL [#HerNetHerRights](#) training and possible future updates and funding;
- Support EWL strategic institutional engagement and gender-mainstreaming efforts in digital policies, including at EU level and monitoring of EU institutions work on equality between women and men in the digital sphere including around the development of EU policies on Artificial Intelligence (AI).

SKILLS & ATTRIBUTES

EWL embraces a feminist culture that imbibes our core [values, vision and mission](#). We are, therefore, seeking a future colleague who will embrace and commit to our EWL Feminist Culture and is aligned with EWL's 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](#)".

Essential Qualifications:

- ✓ Commitment to women's rights and equality between women and men;
- ✓ Overall understanding of EU digital policies and the need for bringing a feminist perspective into Tech and AI policy development;
- ✓ At least 3 years' relevant experience with demonstrated knowledge of EU institutions and role of NGOs;
- ✓ University degree or equivalent experience. A law degree would be an asset but is not a requirement;
- ✓ Ability to develop and implement achievable, effective and creative advocacy and campaigns at EU, regional or international level;
- ✓ Systematic and strategic thinker who is able to both see the big picture, and at the same time plan and lead day to day activities in an organised way;
- ✓ Respect for diversity and commitment to ensuring intersectionality and inclusivity;
- ✓ Open interpersonal and communication skills to receive and give thoughtful and constructive feedback, and communicate clearly and openly;
- ✓ Feminist and thought leader who has keen insights 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;
- ✓ Commitment to international civil society, social movements, and women's movements;
- ✓ Excellent organisational, time management and project management skills;
- ✓ Solid IT skills including the use of online communication and social media tools;
- ✓ Use of online communication tools (skype, teams, zoom, online mailing systems...);
- ✓ Strong communication and interpersonal skills;
- ✓ Ability to effectively represent an organisation externally to political targets, allies and media;
- ✓ Ability to work independently while being an enthusiastic team player;
- ✓ Reliable and diplomatic attitude;
- ✓ Proficiency in spoken and written English is essential.

Preferred Qualifications:

- ✓ Knowledge and experience of working to influence the EU Institutions on women's rights;
- ✓ Previous experience in an NGO or civil society organisation;
- ✓ Background in EU law;
- ✓ Connection to EU institutions and/or relevant stakeholder in digital policies and tech;
- ✓ Proficiency in spoken and written French;
- ✓ Knowledge of other languages is an asset.

WHAT WE OFFER

- ✓ A great deal of personal autonomy, flexibility, and room for creativity and innovation;
- ✓ A friendly and lively multicultural environment in a small team of dedicated feminists;
- ✓ An opportunity to contribute to feminist policy and campaigns work in the leading European women's rights organisations;
- ✓ The possibility to gain firsthand knowledge of the governance of an umbrella non-governmental organisation operating at EU level;
- ✓ A gross salary of 3.465,70 EUR / month plus benefits: 13th month, "pécule de vacances", "double pécule de vacances", pension (assurance groupe), hospitalisation insurance, lunch vouchers and reimbursement of local transportation;
- ✓ Hybrid working with two days a week in the office including a fixed common day for all staff;
- ✓ A long-term contract under Belgian law starting July 2023.