



## PAID TRAINEESHIP OFFER – CONVENTION D'IMMERSION PROFESSIONNELLE

### Communication and advocacy officer: civic space

#### Who we are?

The European Civic Forum (ECF) is a transnational network that brings together over 100 associations and NGOs across 27 countries in Europe and is actively working to promote civic and popular ownership of Europe, to foster citizens' participation and the emergence of a European public space where the role and influence of civil society are fully recognized through the setting up of a genuine European civil dialogue.

#### What we stand for?

Since its creation in 2005, the European Civic Forum has been particularly working to:

- Enable **civic participation** through citizens' associations and movements **for a Europe** grounded on **Equality, Solidarity and Democracy** that guarantees effective access to rights for all
- Support the **structuring of European civil society movement** through alliance building, collective thinking and joint campaigning for the common good
- Fight for the institutional recognition of civil society through the setting up of a genuine **European civil dialogue**
- **Monitor and analyse** the evolution of civil society space in Europe via the **Civic Space Watch**

#### How we take action?

- We connect civil society actors transnationally and cross-sectorally through conferences, forums, alliances, working groups
- We participate in civil dialogue structures at European level
- We run campaigns for the recognition of civil society organisations in the policy making process at European, national or local level

Please feel free to visit our [website](#) (as well as [Civic Space Watch](#)) and read our last [annual report](#) for more information about ECF and our activities.

## **JOB DESCRIPTION**

The ECF secretariat is composed of a small but dynamic and multi-task team, responsible for the implementation of the work programme and the day-to-day management of the network. We are currently seeking a civic space officer to support and contribute to the ECF work of research and advocacy on civic space and democracy-related issues.

### **Main responsibilities:**

- Daily monitoring of relevant issues linked to civic space and democracy;
- Write weekly updates on the developments of civic freedoms in 8 European countries as part of the ECF research partnership with the [CIVICUS Monitor](#);
- Support external communication (update the Civic Space Watch website with articles and interviews, preparation of newsletter, drafting of social media content);
- Support the research and advocacy towards European institutions;
- Support the organisation of ECF events, including the [European Civic Academy](#).

The job description gives a general outline of the main tasks and responsibilities and is not exhaustive. This may include contributing to communications materials, proof-reading, taking notes at meetings, assisting with events management or other tasks.

## **PERSON SPECIFICATION**

- Enthusiasm for issues linked to fundamental rights, democracy and rule of law;
- Interest in the functioning of the European Union and European policies;
- Experience in the NGO sector;
- Excellent command of English both in writing and speaking (working language);
- Good writing and analytical skills;
- Adaptability, high level of autonomy, good organisational skills;
- Ability to work in a multicultural team and environment;
- Excellent communication and interpersonal skills;
- Experience in the use of WordPress and mailing tools (especially Mailchimp) is preferable.

## **TERMS AND CONDITIONS:**

### **1. Location**

Post holder will join the permanent staff team based in Brussels (rue du Congrès 13). He/She will be under the responsibility of the Research and Advocacy coordinator.

### **2. Duration**

6 months renewable under a Convention d'Immersion Professionnelle, starting 5<sup>th</sup> September.

### **3. Remuneration**

1000 € Gross

### **4. Working hours**

Full time position: 38 hours per week (5 days), working hours: 9.00 - 18.00 from Monday to Thursday, 9.00 to 16.00 on Friday. This position requires some flexibility of working hours, mainly due to traveling.

## **TO APPLY**

Please send your application (CV and covering letter in EN) by e-mail to Giada Negri (gnegri@civic-forum.eu) by 18 July 2022 at the latest.

Please note that we will be able to contact only short-listed candidates.

Interviews with selected candidates will take place during the last two weeks of July.