



JOB DESCRIPTION

POLICY AND ADVOCACY OFFICER

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 advocate and campaign 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. Team spirit, empathy and care, mutual respect and trust are values at the core of our work with others, within the secretariat, the governance and the wider network!

We are currently seeking a Policy and advocacy officer with good knowledge of EU policies, institutions and functioning and first-hand experience in the NGO sector, able to work effectively in English (other languages are an asset).

The Policy and advocacy officer will be reporting to the ECF Secretary General, under the coordination of the Research and advocacy coordinator and contribute to support ECF in improving the outreach of its activities. The post holder will particularly focus on policy monitoring, analysis and development and will also conduct the background research related to ECF advocacy. The policy officer is a politically savvy, sociable and passionate person, ideally acquainted with contemporary struggles of intersectional feminism, environmental, social and racial justice etc.

MAIN RESPONSIBILITIES:

Policy 70%

- Identify, monitor and evaluate European law and policy developments directly or indirectly affecting associations and NGOs, the civic space, rule of law and democracy such as the European Commission work on rule of law, the European Democracy Action Plan, the Statute for the European Associations and the Social Economy Action Plan, the Digital Services Act Package...;
- Carry out policy analysis to identify opportunities to advance European advocacy and campaigning towards a vibrant civic space, as well as alert on potential risks; regularly inform ECF members about opportunities and risks in EU policy making on these areas (particularly via the ECF newsletter, but not exclusively);
- Coordinate with the staff team and ECF members to develop impactful and timely policy documents (briefings, position papers, reports and recommendations);
- Run members' consultations and other forms of dialogue to collect input, in particular for the ECF [annual civic space report](#) contributing to the annual rule of law consultation by the European Commission;
- Contribute, in liaison with the Communications and membership coordinator, to impulse, feed into and harvest potential policy and advocacy developments in relation with the ECF Working group of national platforms of NGOs;

- Contribute to the capacity-building of ECF members, led by the Communication and Membership Coordinator, to ensure their participation in policy and advocacy work.

Advocacy 30%

- Support, develop and implement the advocacy work led by the Research and advocacy coordinator towards the most relevant EU institutions and other actors for political change on key issues related to ECF mandate;
- Contribute to ECF campaigns, ensuring they are built around solid policy analysis;
- Organise policy debates to create opportunities for dialogue and influence of policy-makers;
- Represent ECF towards institutions and other organisations;
- Contribute to building relationships with key EU institutions and strategic stakeholders, attending external meetings, collecting intelligence, and building alliances relevant to the different policy areas.

The job description gives a general outline of the main tasks and responsibilities and is not exhaustive.

CANDIDATE PROFILE

- Educated to degree level or equivalent experience;
- Minimum of three years' experience of working in policy, advocacy and/or research in a multi-cultural environment; previous experience in policy analysis and development is preferable;
- Passion for advancing justice, rights and democracy; understanding of civic space and NGOs sector;
- Sound knowledge and interest in the functioning of the EU and its policies;
- Advanced and persuasive written and verbal communication skills;
- Comprehensive research, interpretation and critical analysis skills to evaluate context, data and legislation;
- Ability to establish and maintain strong and broad stakeholder relationships;
- Excellent writing and analytical skills (the working language is English);
- Ability to work as part of a diverse and multicultural team;
- Adaptability, high level of autonomy, good organisational skills;
- Knowledge of another language is an asset.

TERMS AND CONDITIONS:

The ECF is an equal opportunities employer, committed to workplace diversity and inclusion of people from diverse backgrounds, abilities, and experiences. We strongly encourage qualified candidates from diverse backgrounds to apply!

1. Location

Post holder will join the permanent staff team based in Brussels (rue du Congrès 13) and composed of a Communications and membership coordinator, a Research and advocacy coordinator, a Communication and campaigning officer, an Admin and Finance officer and trainee(s). Post holder will report to the ECF Secretary General, based in Paris.

2. Duration

Undetermined period contract to start as soon as possible.

3. Remuneration

3 000 € gross per month. 70% of public transport within Brussels, holidays bonus, end of the year bonus.

4. Annual leave

20 days of annual leave, plus one week during winter holidays. Bank holidays that fall on Saturdays or Sundays are recovered.

5. Working hours

Full time position: 38 hours per week (5 days). This position requires some flexibility of working hours, mainly due to traveling. Hybrid office presence and teleworking conditions, with two teleworking days per week.

TO APPLY

Please send your CV and covering letter sharing with us why you are interested in applying for the ECF and what are your distinctive skills for this job in EN by e-mail to ECF Secretary General, Alexandrina Najmowicz (anajmowicz@civic-forum.eu) by 9 September 2022 at the latest.

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

Online interviews with selected candidates will take place between 12 and 23 September 2022.