

# European Parliament Elections Coordinator

(Part time contract from June 2023 for 19 months)

Brussels Belgium

CONCORD is seeking a highly-motivated individual to join the Policy and Advocacy Team as a European Parliament Elections Coordinator to facilitate and steer our collective work around the European Parliament elections.

## ABOUT CONCORD

CONCORD is the European Confederation of NGOs working on sustainable development and international cooperation. We are made up of member organisations: 26 national platforms, 25 international networks and 7 associate members that represent over 2,600 NGOs, supported by millions of people across Europe.

We work together to ensure that European policies promote equal, just and inclusive societies in a sustainable world.

CONCORD is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit.

## ROLE SPECIFICATION

We are looking for a candidate, with campaigns experience and a passion for equal, just and inclusive societies in a sustainable world, to coordinate our members and lead in building our activities and advocacy around the European Parliament (EP) elections. CONCORD aims to support our members in coordinated EU communications and advocacy work so as to put sustainable development and the fight against inequalities high on the EU's international cooperation agenda in 2024.

The successful candidate will lead our work to raise the profile of inequalities and international cooperation in the context of the European Parliament elections in 2024 and the institutional renewal that follows. You will use CONCORD's overall messaging and design our activities towards MEP candidates and subsequently with elected MEPs and in the EU institutional renewal phase. Most importantly, you will effectively harness the collective expertise of CONCORD's members, ensure that coordination of members is smooth and supports their advocacy engagement. This will involve planning, mobilising and delivering CONCORD's elections strategy within a dedicated members' task force. Where relevant and appropriate, this may be in alliance with other CSO actors. You will be responsible for coordinating CONCORD's engagement with newly elected MEPs in order to influence the hearings of the College of Commissioners and the shape of the new College.

You will contribute to the work of the other Policy, Advocacy and Communications Advisers within the Secretariat to achieve our joint aim of transformational change in EU policy, funding and practice. You should have a keen sense of storytelling and understand the power of narratives in the political debate, and know how to use political insight to shape strategies and plans. First-hand experience of developing and managing campaigns in the national or pan-European context would be an asset and you must want to use your expertise to make the 2024 elections the ones that will help shape Europe's role in supporting equal, just and inclusive societies in a sustainable world.

## About the role

The position will be a part-time position until December 2024 funded through a European Commission grant.

### Key areas of responsibility

- Coordinate, enable and facilitate the CONCORD European Parliament elections task force
- Foster use of the messaging, narrative, and strategy and develop tools for the implementation of the collective elections work
- Support the design of innovative materials
- Promote political dialogue and build sound relationships with Members of the European Parliament
- Provide input, support, analysis and advice to CONCORD members on the trends around the EU elections, and institution renewal process that follows
- Help to build capacity within CONCORD's constituency on EP election issues
- Represent the Confederation in relevant governance, planning, intelligence and lobby meetings
- Liaise with European Commission and European Parliament officials, and Members of the European Parliament (MEPs);
- Coordinate with other civil society initiatives and campaigns on the European elections where relevant;
- Develop tools to track the progress of the collective work on the elections, and iteratively improve strategy and reporting.

## PERSON SPECIFICATION

The candidate will understand and be committed to CONCORD's vision and goals and be able to contribute to CONCORD's ambition to pursue a transformational, systemic and gender-sensitive agenda at EU level to work towards our vision of equal, just and inclusive societies in a sustainable world.

### Knowledge:

- Academic background or professional experience in the development and/or human rights sector
- Good understanding of EU policy-making and influencing processes and strategies
- Strong knowledge of the European Parliament and political environment;
- Sound understanding of gender equality and trends in EU international cooperation

**Experience:**

- At least 4 years of professional experience (excluding internships) in advocacy, campaigns or communications work
- Experience in campaigns with proven track record of successes
- Experience of working with international or European coalitions or movements;
- Experience in working in an NGO, whether in Europe or elsewhere
- Experience in organising events and coordinating different entities

**Skills:**

- Politically astute, with well-honed policy analysis skills and an ability to translate that analysis into strategic advocacy positions that imply transformative, gender-sensitive change
- Excellent interpersonal and communication skills and collegial approach, including tactful but effective facilitation skills to build consensus
- Strong planning and organisational skills, particularly the ability to plan and coordinate actions
- Creative skills to produce impactful resources and design actions;
- Capable networker, able to coordinate and operate effectively in coalitions
- Team player; proactive self-starter
- Strong project management skills and the ability to work virtually in a complex, fast-paced environment;
- Confidence and fluency in communicating to external audiences on CONCORD's work in your areas of focus
- Fluent level written and spoken English a must; working knowledge of French desirable

## CONDITIONS OF EMPLOYMENT

**Duration of Contract:** 19 months at 60 % starting on 1 June 2023

**Location:** Brussels, Belgium

**Gross salary:** from €2,199 per month depending on experience (based on the gross full time salary of €3655 per month).

**Other benefits:** holiday allowance; 'thirteenth month'; hospitalisation insurance; affiliation to pension scheme; meal vouchers, teleworking allowance and a monthly commuting allowance on local public transport or by bicycle pro rata for the period.

The position reports to the Head of Advocacy.

## HOW TO APPLY



If you are interested, please upload as one document the following information, in the portal below:

- Your CV (max 2 pages, no photo)
- Your cover letter responding to the following questions:
  - What is your motivation for applying for this job?
  - Why are the European elections an important milestone?
  - Which of your past experiences do you expect will most help you in this role?

Only applications and CVs written in English will be accepted.

The closing date for applications is **5 April 2023** COB. Only short-listed candidates will be contacted. Interviews will take place the following week.

At the time of applying, candidates must have a valid work permit for the entirety of the contract.

