

# Policy and Advocacy Adviser AidWatch

**( 80% Fixed Term Contract from November 2023 to December 2024)**

**Brussels Belgium**

CONCORD is seeking a highly-motivated individual to join the Policy and Advocacy Team as a Policy and Advocacy Adviser to coordinate and steer our AidWatch work.

## **ABOUT CONCORD**

CONCORD is the European Confederation of Relief and Development NGOs. We are made up of member organisations: 28 National Platforms, 25 International Networks and 6 Associate Members which together represent over 2,600 NGOs, supported by millions of citizens across Europe. We are the main interlocutor with the EU institutions on development policy, funding and practice.

The candidate will join a team of engaged professionals who are committed to accelerating transformation towards a more equal and sustainable society.

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**

For nearly 20 years, CONCORD has been publishing the annual AidWatch Report on the quantity and quality of European Official Development Assistance (ODA). It is launched in Brussels and EU Member States and is used for coordinated EU advocacy to influence policy makers and hold governments to account for their aid pledges. The report has evolved over time and, building on the changes to the methodology in 2023, we plan to continue challenging ourselves and the EU to update our understanding of ODA and where it fits in the international cooperation landscape with a vision of giving greater due to partners' concerns. We aim to strengthen our engagement with stakeholders to achieve more impact and change through this flagship report.

CONCORD's Aidwatch Adviser oversees the production of this report and plays a key role in planning, mobilising and delivering CONCORD's AidWatch advocacy and communications strategy in alignment with our vision and purpose. You will provide input and support CONCORD's members in shaping CONCORD's policy and advocacy work on issues surrounding aid and on how aid commitments are measured and monitored.

## **Key areas of responsibility**



- Coordination of, enabling and facilitating CONCORD's Aidwatch process, including planning and reporting
- Manage the creation and launch of CONCORD's annual AidWatch Report in coordination with members
- Ensure coordinated advocacy on the core recommendations within the report
- Coordinate with and support communications colleagues in contributing to the visibility and impact of Aidwatch
- Help to improve and innovate CONCORD's methodology on aid monitoring
- Help to build capacity within CONCORD's constituency on aid-related issues
- Promote political dialogue and build sound relationships with the EU institutions
- Provide input, support, analysis and advice to CONCORD members on EU policy processes and trends relevant to EU and EU Member States' engagement on aid
- Contribute to generic policy and advocacy work and internal coordination and collaboration
- Represent the Confederation in relevant governance, planning, intelligence and lobby meetings
- Support the peer-to-peer capacity-building of members to better engage in national, EU, partner country and international advocacy initiatives

## PERSON SPECIFICATION

The candidate will understand and be committed to CONCORD's vision, purpose, goals and values. They will be able to contribute to CONCORD's ambition to pursue a systemic and gender-transformative agenda at EU level.

### Knowledge:

- Academic background or professional experience in the international cooperation and/or human rights sector
- Sound understanding of evolving trends in how we define aid and the links to overall sustainable development financing
- Good understanding of EU policy-making and influencing processes and strategies

### Experience:

- At least 4 years of professional experience (excluding student internships and traineeships) specifically in policy and advocacy work
- Experience in advocacy towards the EU with proven track record of policy and advocacy successes
- Experience in working in an NGO, whether in Europe or elsewhere
- Experience of writing briefings or reports on international cooperation or related issues
- Experience of 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 systemic and gender transformative change
- Excellent interpersonal and communication skills and collegial approach, including tactful but effective facilitation skills to build consensus

- Strong planning and organisational and multi-tasking skills, particularly the ability to plan and execute research that contributes to advocacy positions
- Team player; proactive; self-starter
- Capable networker, able to coordinate and operate effectively in coalitions
- Confidence and fluency in communicating to external audiences on CONCORD's work in your areas of focus
- Fluent written and spoken English is crucial; a working knowledge of French is desirable

## CONDITIONS OF EMPLOYMENT

**Duration of Contract:** One-year 80% position ("CDD") with the possibility of conversion to a permanent contract ("CDI") on successful completion and depending on the renewal of grant funding.

**Location:** Brussels, Belgium

**Gross salary:** from €2,932 per month, depending on experience and based on the gross full time salary of €3665 as per 10/0 level 4 on our salary grid.

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

The position reports to the Head of Advocacy.

## HOW TO APPLY

If you are interested, please upload your CV (max. 2 pages, no photo) and 1 page cover letter explaining your motivation and fit and answering the following question "What is the most pressing challenge to improve the quality of ODA?" in the portal below. The CV and cover letter must be submitted as one document. Only applications and CVs written in English will be accepted.

The closing date for applications is **Wednesday 4 October 2023** at midnight (CET). Only short-listed candidates will be contacted. The written test and interviews will take place during the week of **9th October. The ideal start date is Monday 30 October 2023.**

No possibility for visa sponsorship. You should have a valid work permit to work in Belgium.

