

Policy & Advocacy Coordinator

FEBRUARY 2017

BRUSSELS BELGIUM

CONCORD is the European confederation of Relief and Development NGOs. We are made up of member organisations: 28 national associations, 20 international networks and 3 associate members that represent over 2,600 NGOs, supported by millions of citizens across Europe.

We are the main interlocutor with the EU institutions on development policy.

We are a not for profit organisation, registered under Belgian law as an a.i.s.b.l - Association Internationale Sans But Lucratif - (An international not for profit association).

*CONCORD is an equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, creed, gender, national origin, age, disability or any other legally protected status. We strive for gender balance at all levels and across all teams. **We strongly encourage persons with disabilities to apply.***

We are looking for a person who can enable the confederation's leaders and members to best fulfil their work within the framework of the confederation's strategy. You will facilitate the development of coherent policy and advocacy strategies, coordinate their implementation and oversee their evaluation, in close cooperation with the relevant groups and CONCORD structures. In 2017, the focus will be on Financing for Development and EU Funding. You will also support strategic and generic policy & advocacy work and contribute to inter-team coordination.

You must be interested in working for a confederation of NGOs whose vision is of a world in which poverty and inequality have been ended; in which decisions are based on social justice, gender equality and upon our responsibility to future generations; where every person has the right to live in dignity, on an equal basis, free from poverty and sustainability.

You will be:

- ✓ A skilled policy and advocacy professional with a good understanding of the EU policy-making and influencing strategies
- ✓ Enthusiastic about facilitating, convening, supporting activities by members more than actually 'doing' yet able to speak out confidently in public on CONCORD's priority issues.
- ✓ You will understand and be committed to CONCORD's vision and goals and be interested in CONCORD's capacity to pursue a transformational agenda
- ✓ You will have confidence and fluency in communicating on CONCORD's work in your areas of focus.

Main responsibilities and tasks

1. **Coordination of, enabling and facilitating CONCORD working structures, including planning and reporting**

This includes activities such as:

- Supports and facilitates the leadership of our working structure or hub on financing for development;
- Mobilizes membership engagement, coordinates and provides strategic input, builds capacity;
- Facilitates the preparation of the annual workplan, monitors its implementation and prepares the reporting;
- Oversees the budget planning and implementation;
- Provides strategic guidance to the members on matters of EU policy
- Organises the meetings of CONCORD thematic hubs;
- Facilitates the work of CONCORD members' workstream and ensures coherence with agreed change objectives;
- Facilitates the strategic relations of above working structures with policy/political targets and participates in lobby meetings;



- Monitors the EU institutions on priority issues; maintains a useful network of contacts in institutions and amongst CSOs and facilitate CONCORD'S influencing work;
- Facilitates the production and launch of the annual publications (such as the Aidwatch report) and policy papers and briefings, including managing and coordinating the consultants involved;
- Occasionally prepares presentations, speeches, articles and undertakes public representation for advocacy purposes;

2. Contribute to generic policy and advocacy work and the internal coordination and collaboration

This includes activities such as:

- Actively contributes to CONCORD policy team and staff meetings (occasionally steers them) and other relevant policy and advocacy meetings of CONCORD;
- Provides strategic advice and prepares key messages and speeches for designated CONCORD representatives;
- Provides support to inter-team and generic work of the Secretariat if and where needed;
- Answers requests from targets, researchers amongst others and links them up with relevant members and stakeholders;
- Supports the organisation of CONCORD General Assemblies.

Skills and Knowledge

- ✓ Knowledge of how to influence EU decision-making processes through advocacy and effective communication in CONCORD's policy space;
- ✓ An excellent team-player with a positive attitude, constructive communication skills and a high sense of integrity who can work effectively and cooperatively with others towards shared goals;
- ✓ Strong organizational skills for convening and facilitating workshops and for planning and managing workplans and budgets;
- ✓ An ability to work independently and proactively within member-driven dynamics;
- ✓ Respects and expresses sensitivity towards gender, cultural and religious differences;
- ✓ Fluency in written and spoken English is essential, knowledge of other languages is also an asset;

Qualifications and Experience

- ✓ Relevant and proven working experience in a member organisation, liaison office or coalition;
- ✓ Experience coordinating or building effective partnerships with a wide range of stakeholders;
- ✓ Demonstrable knowledge of the EU institutions and their policy processes;
- ✓ Experience of working in or with civil society would be an advantage
- ✓ Some knowledge of ODA, development effectiveness and/or EU funding would be an asset;
- ✓ Experience of working in an international group and/or a multi-cultural environment would be an advantage.

Conditions of Employment:

Post based in Brussels, Belgium

100% permanent post

Reporting to Head of Policy and Advocacy

Grade – to be defined depending on experience and profile

Gross salary, depending on experience, will be from € 3079,08 per month (13.8 months a year).

CONCORD also provides hospitalisation insurance, affiliation to our pension scheme, meal vouchers and a monthly commuting allowance on local public transport or by bicycle.

To Apply:

Please submit your one page cover letter and CV by e-mail to jobs@localknowledge.be by midnight CET on 22 February.

This letter should answer the following three questions:



1. What can you bring to CONCORD in this role?
2. Please demonstrate how you would come to a jointly-agreed position in a member-led confederation?
3. How would you follow and inform members on relevant European decision-making processes that affect the lives of the most marginalised globally?
4. Please tell us about a process or project you have coordinated involving people and/or organisations. What did you learn from this experience?

*Please include the position (CONCORD – Coordinator) plus your name **in the subject of the email.** Only shortlisted candidates will be contacted.*

Closing Date: 22 February midnight CET

Interview dates: 9 or 10 March 2017 (tbc)

Aimed start date: as soon as possible



CONCORD

European NGO confederation for relief and development

