



Eurodiaconia is looking to recruit a Part Time Social Policy Officer (focus on migration and social inclusion). 20 – 25 hours per week)

Closing date for applications is 5pm CET 11 May 2018

Eurodiaconia is a European network of churches and Christian NGOs providing social and health care services and advocating social justice. Together our membership represents the needs and unique experiences of 46 national and regional organisations in 32 countries.

Diakonia is Greek for service and in the biblical sense, this means service for and with people in need. Members' activities facilitate social cohesion and inclusion through diaconal education and provision of social and health services to young and old, people experiencing marginalisation, exclusion and poverty and situations of abuse.

Eurodiaconia creates a platform for diaconal actors to facilitate trans-national networking. It also creates a link between the regional, national and European levels, developing ideas and feeding into policies to combat social exclusion; in creating more just societies and in securing dignity for every human being.

The Job focuses on our work on the social inclusion of vulnerable groups, in particularly migrants, refugees and asylum speakers. You will work with our members to represent their practical work at European level and to develop policy actions that ensure the needs of people experiencing social exclusion are met in European policy. You will represent Eurodiaconia externally in partnerships and political meetings, so you need to be comfortable in publicly advocating for social justice.

We expect you to be enthusiastic about being part of the Eurodiaconia team working for social justice in Europe. You should be able to relate to and sympathise with our vision and mission and understand the traditions that unite our membership. You should appreciate the diversity of our membership and the various cultures that they represent. The post holder should be highly organised, proactive, able to work autonomously and be comfortable in initiating contacts with institutional stakeholders and other partners. Our day to day working language is English but other languages are an advantage. A full job description and person specification is attached.

We offer a competitive salary and benefits, generous holiday allowance, a supportive and dynamic working environment, an international environment including regular travel and the opportunity to share in the development of our vision of a socially just Europe. This is a part time post and flexibility is offered in working arrangements.

How to apply Please send a CV and cover letter to recruitment@eurodiaconia.org. Cover letters should be no more than 2 pages in length. Please do not send any additional documentation such as references, certificates etc. Applicants should have the existing right to live and work in the European Union.

Due to the high level of applications anticipated we will not be able to reply to each application. Only shortlisted candidates will be contacted for interview.





Social Policy Officer Part Time

Job Description

Purpose of job: *to lead Eurodiaconia and its members engagement in working to reduce the social exclusion of vulnerable groups, specifically migrants, refugees and asylum seekers as well as other groups as identified.*

Main tasks:

- To liaise with members and contribute to their active engagement in the work of Eurodiaconia as concerns social exclusion of vulnerable groups.
- Develop effective advocacy strategies in line with the Eurodiaconia vision of no one being left behind in our societies. Implement these strategies to achieve political impact that will improve the life situation of excluded and vulnerable people.
- Develop contacts with key actors in the European Parliament (e.g. ECon, EMPL) and relate them to our core work of social inclusion and social policy development.
- Develop strong relationships with relevant units/Directorates in the European Commission as identified as well as working with intergovernmental structures such as the Social Protection Committee and the Employment Committee.
- Organise capacity building tools, networking opportunities, reports, webinars and trainings for members on migration, refugees and asylum seekers including policy development, funding opportunities and sharing of experience.
- Represent Eurodiaconia in partnerships and representative bodies focused on migration and partnerships on other social policy topics as agreed.
- Assist in positioning Eurodiaconia as a key partner to both the European Institutions and other networks in the area of the social inclusion of migrants.

Other tasks:

- Develop research projects in identified areas of work.
- Support and where necessary facilitate agreed Eurodiaconia meetings and activities.
- To be a contact point for an agreed group of members and develop the organizations' knowledge about their work and projects and provide relevant and timely communication.
- To provide relevant and up to date content on relevant topics for Eurodiaconia communication tools as well as regular information briefings
- To provide information on Eurodiaconia and its work to outside groups/individuals when necessary
- To share in the organization, support and follow-up of meetings, seminars etc. when appropriate
- To contribute to developing an effective team approach with other staff based in the secretariat.
- Any other tasks as agreed.



PERSON SPECIFICATION

Knowledge and Experience

Essential:

- Knowledge of EU social policies and those in the field of migration – equivalent to Masters Level or above and demonstrable experience at national or international level in the field of policy and/or practice. Please note, impactful, outcome focused relevant experience is more important to us than the length of time.
- Experience of working with the European Union Institutional context either in the European Commission or the European Parliament or from a national to EU perspective.
- Knowledge and experience of the engagement of non-governmental stakeholders in EU policy processes
- Experience of building partnerships across sectors and interests e.g. with Social Partners, NGO's, Think Tanks etc.
- Knowledge of social justice and its practical policy approach

Desirable:

- Knowledge of national policy-making processes
- Knowledge of not for profit social services
- Knowledge of Diaconia in both practice and theory

Skills/abilities

Essential:

- Strong inter personal skills
- Strong commitment to the goals of Eurodiaconia and to the principles of Diaconia
- Excellent organization and coordination skills with an ability to manage multiple projects and tasks at one time
- Able to work with a strategic perspective which focuses on the vision and mission of the whole organization and not only your topic.
- Flexibility to pick up emerging topics as required
- Ability to identify political trends and develop actions to respond
- Ability to analyze and synthesize social policies
- Ability to develop effective advocacy strategies and to promote active participation
- Ability to draft, design and deliver capacity building materials for members and other stakeholders on complex processes.
- Sense of initiative and ability to be self-supporting
- Excellent ability to communicate in writing and orally (in English) to a variety of target audiences
- Fluency in English, knowledge of other languages an advantage
- An ability to contribute to teamwork
- Sound understanding of working methods in membership-based organizations
- Ability to travel