

**Eurodiaconia is looking to recruit a
Policy, Projects and Research Officer
Full Time, 37.5 hours per week**

Eurodiaconia is a European network of churches and Christian NGOs providing social and health care services and advocating for social justice. Together our membership represents the needs and unique experiences of 51 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, isolation, poverty, injustice and inequalities.

The Job

You will be project orientated, identifying and shaping projects between our members that will support learning, development, innovation and practice-based advocacy. This will include providing members with information and training on EU funding and other financing possibilities for projects.

You will also be enthusiastic about enlarging our knowledge of and use of research to support our advocacy work and will introduce this to our wider work. You will also be methodical and develop systems in our organization for gathering data from our members and having robust monitoring and evaluation systems.

You will also be responsible for specific issues from our policy portfolio and will develop advocacy strategies in conjunction with our members and other team members.

We expect

You should 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 and unite our membership. You should appreciate the diversity of our membership and the various cultures that they represent. The post holder should be organised, able to work autonomously and be able to identify and implement actions and activities in policy, projects and research fields. Our day to day working language is English but other languages are an advantage.

A full job description and person specification is attached.

Applications

Please send your CV and one page cover letter explaining your motivation and why you would be a good candidate for the position based on your experience and skills. Please send your application to recruitment@eurodiaconia.org and put in the subject 'Policy, Projects and Research Officer'.

The closing date for applications is 28 February 2020 at 13:00 CET However we will review applications on a rolling basis and as such reserve the right to close applications early if a suitable candidate has been found.

Please note that all applicants must have an existing right to live and work in the European Union.

Please note that due to the high volume of applications anticipated, we will only contact shortlisted candidates. Please accept our thanks in advance for your application.

For more information or questions regarding the job please contact our Secretary General Heather Roy by email only at heather.roy@eurodiaconia.org.

Job Description

Projects, Policy and Research Officer

Purpose of job: *to support, advise, and strengthen Eurodiaconia in its policy and advocacy work, increase the engagement of our members in bi-lateral and multi-lateral projects, co-ordinate our research engagement, evaluation and monitoring activities and generally contribute to the implementation, monitoring and evaluation of the Eurodiaconia strategic plan.*

Main tasks:

To liaise with members and contribute to their active engagement in the work of Eurodiaconia.

Develop projects that support both practice and policy work and access relevant EU or other sources of funding on relevant topics and work with members to realize both bi-lateral and multi-lateral projects.

Write project applications for Eurodiaconia.

Provide support and advice to members on projects and possible EU funding.

Be the main contact person for research partnerships, societies and academic journals Eurodiaconia has an interest in.

Lead research projects in identified areas of work.

To be responsible for research and advocacy work for an identified area/s of Eurodiaconia's policy work

Support and where necessary facilitate agreed Eurodiaconia meetings and activities.

To analyze and monitor relevant legislation, policies, measures, projects and studies, relevant to the designated policy area/s and produce policy briefings and analytical reports

To draft position papers/articles and reports and to develop and implement a lobbying strategy with the key EU institutions and other relevant actors, in consultation with relevant working groups and the wider membership.

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

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 colleagues based in the secretariat.

PERSON SPECIFICATION

Knowledge

Essential:

Knowledge of NGOs and NGO Networking

Knowledge of EU Social Policy

Knowledge of EU institutions and functioning

Knowledge of research in the social policy/advocacy field

Approaches to successful partnerships among not for profit organizations

EU funding opportunities for projects in the social field

Project development and project management

Desirable:

Knowledge of national policy-making processes

Knowledge of social inclusion policies

Knowledge of not for profit social services

Knowledge of social innovation, funding of social services, research based social policy approaches,

Knowledge of Diaconia in both practice and theory

Skills/abilities

Essential:

Strong inter personal skills

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

Project Management skills

Research methodologies and data capture systems

Sense of initiative and ability to be self-supporting

Ability to analyze and synthesize social and economic policies

Ability to develop effective advocacy strategies and to promote active participation

Excellent ability to communicate in writing and orally (in English) to a variety of target audiences

Fluency in English, other languages an asset

Computer literacy

An ability to contribute to teamwork

Special conditions:

Available to work unsociable hours (i.e.: some weekend meetings and evenings, time off in lieu is given). Availability to travel.

Remuneration Package

The person will be employed under the Belgian law. Salary will be in line with Eurodiaconia salary scales and based on experience. Pension and health insurance are also provided as are Lunch Vouchers. 24 Annual Holiday days are given plus statutory holidays.