

Eurodiaconia is looking to recruit a Head of Advocacy

Closing date for applications is 29 January 12 midday CET. However, we will review applications on a rolling basis and reserve the right to close applications if suitable candidates have been found before this date. We therefore encourage applicants to send their applications as soon as possible.

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 52 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 work – the provision of social and health services to young and old, people experiencing marginalisation, exclusion and poverty and situations of abuse as well as advocating for social justice.

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 Head of Advocacy is responsible for designing and coordinating Eurodiaconia's strategic advocacy and is expected to critically support our positioning in the EU arena. We are looking for someone who can coordinate our policy team and ensure we all deliver on our ambitious aspirations to address social justice. We are looking for someone who is socially driven, highly experienced in EU social policy processes, able to coordinate multiple policy dossiers and with experience of working within a membership organisation. You should be confident in working with external stakeholders, a partnership and network builder and able to analyse complex information quickly. Co-ordination and leadership will be a large part of your role but you will also have your own policy files from our social policy portfolio that you will follow and achieve impact on. You will also work with our Secretary General in ensuring the strategic aims of the network are met as well as being part of the governance team supporting our Supervisory Board and organising our Annual Conference and General Meeting. You will also deputize for our Secretary General as needed.

We expect you to have already established yourself in the social policy field with a proven track record of working at European level in the Brussels environment. You should have some experience of managing and leading staff and/or policy dossiers and ideally some management and governance experience. You should be confident in dealing with colleagues and be comfortable in giving direction and support. You should be ready to step up from your current position to take on more responsibility. 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. You will need to 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 always an advantage. We can offer this post at either 100% or 80% depending on the candidate.

How to apply Please send a CV and cover letter to recruitment@eurodiaconia.org. Cover letters should be no more than 1 page 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.

Head of Advocacy

(100%)

Job Description

Purpose of job: *to lead Eurodiaconia's policy work and co-ordinate our policy team as well as supporting our strategy delivery and governance structures.*

Reporting to: **Secretary General**

Line management: **Policy Officers, Policy Assistants**

Main tasks:

- Lead the policy work and policy team of Eurodiaconia so that it is strategic, impactful, efficient and timely.
- Support cross portfolio work where needed in the staff team and support team members to work in a collaborative way
- Develop contacts with key social actors in the European Parliament 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 and others as identified as well as working with intergovernmental structures such as the Social Protection Committee and the Employment Committee.
- Lead on key partnerships that support our strategic aims
- Represent Eurodiaconia externally and co-ordinate attendance at external meetings/conference by the policy team.
- Lead on overarching policy work such as the European Semester and the European Pillar of Social Rights
- Organise and co-ordinate events and member engagement in your policy areas.
- Work with the policy team and communications team to ensure timely and impactful advocacy and communications actions.
- Work with and visit members in line with the participation plan for the year
- Work with the Secretary General in ensuring the organization works in line with its strategic plan.
- Work with the Secretary General in supporting the governance functions such as our Supervisory Board and the Annual Conference and General Meeting.
- Deputize for the Secretary General as needed.

Other tasks:

- Develop research projects in identified areas of work.
- Facilitate as requested agreed Eurodiaconia meetings and activities.
- 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.

PERSON SPECIFICATION

Knowledge and Experience

Essential:

- Knowledge of EU Social Policy gained following a suggested 5 -6 years experience of working in the social policy field including experience at EU level.
- 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
- Demonstratable evidence of achieving impact in policy advocacy
- A strategic thinker, able to see opportunities for advocacy in both proactive and reactive ways
- Knowledge of governance structures in NGO's and of strategic planning, implementation, monitoring and evaluation.
- Knowledge of social justice and its practical policy approach
- Sympathy with the values 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
- Research methodologies and data capture systems
- A sense of responsibility, progression and creating impact in a values based organization.
- A willingness to learn and develop their leadership and management skills.
- Ability to analyze and synthesize complex social and economic policies
- Ability to develop effective advocacy strategies and to promote active participation
- 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
- Sound understanding of working methods in membership-based organizations
- Ability to travel