

## **Eurodiaconia is looking to recruit a Policy and Membership Development Officer - Migration**

**Closing date for applications is 29 January at 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 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**

**We expect** you to have practical and academic experience in the social policy and migration field with a proven track record of working at European level in the Brussels environment or a comparable national environment. You should be confident in dealing with our partners, members and external stakeholders. This includes the European Institutions, NGO's, Think Tanks and Social Partners. You should be able to work autonomously on your policy files but also able to work collaboratively with colleagues, members and partners. You should have a particular commitment to social justice, social inclusion and reducing social inequalities. You will have expert knowledge on the challenges that migrants face with social inclusion and integration and how social services and social protection systems will contribute. You will also be able to ensure a cross cutting approach in your work, ensuring that issues relating to migration are included in other advocacy work. Also included in this position is our work on Roma integration and intra EU migration.

Overall, you should have a good working knowledge on current EU social policy initiatives and be able to see how our members can be engaged in advocacy work on social policy at EU level as a result. You will also support our work in bringing members together to share their practical experience on specific areas of work through our internal networks which work in person and online. You will also be committed to ensuring the co-ordination of your work with our communications team so that we share our practice, policy and stories with as wide an audience as possible.

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 offer** a competitive salary and benefits, generous holiday allowance, a supportive and dynamic working environment, training opportunities and an international environment. You will also have some regular travel and the opportunity to share in the development of our vision of a socially just Europe.

**How to apply** Please send a CV and cover letter to [recruitment@eurodiaconia.org](mailto: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.

## **Policy and Membership Development Officer - Migration**

### **Job Description**

**Purpose of job:** *to lead Eurodiaconia's policy work in that areas of migration, Roma inclusion and intra EU migration*

**Reporting to:** *Head of Advocacy*

**Supervision of:** *Policy Assistants*

**Purpose of job:** *to support, advise, and strengthen Eurodiaconia in its policy and advocacy work, particularly in the area of migration and contribute to the implementation, monitoring and evaluation of the Eurodiaconia strategic plan.*

### **Main tasks:**

- To be responsible for research and advocacy work for an identified area/s of Eurodiaconia's policy work, particularly on the topic of social inclusion, migration and Roma inclusion.
- Coordinate and where necessary facilitate meetings and networks on agreed topics.
- Carry out training and capacity building for members on EU social policy topics.
- 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 advocacy strategies with the key EU institutions and other relevant actors.
- To liaise with members and contribute to their active engagement in the work of Eurodiaconia.
- To provide relevant and up to date content on social inclusion for Eurodiaconia's 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 in the secretariat.
- Contribute to the strengthening and the understanding of Diaconia and its advocacy role.

## PERSON SPECIFICATION

### Knowledge and Experience

#### *Essential:*

- Knowledge of EU social policy and migration policy gained following academic study and/or work experience including experience at EU level.
- Experience of working with the European Union Institutional context.
- Experience of working in a membership organization and engaging members in the policy process.
- Knowledge and experience of the engagement of non-governmental stakeholders in EU policy processes
- Demonstratable evidence of achieving impact in policy advocacy
- Knowledge of social justice and its practical policy approach
- Sympathy with the values of Diaconia in both practice and theory

### Skills/abilities

#### *Essential:*

- Strong interpersonal skills
- Strong commitment to the goals of Eurodiaconia and to the principles of Diaconia
- Excellent organization skills
- Research methodologies and data capture systems
- Ability to analyze and synthesize different perspectives and positions and summarize content.
- 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