

JOB DESCRIPTION

Advocacy and Communications Officer

A. Main Purpose

The Advocacy and Communications Officer is the primary contact point for advocacy vis-à-vis the European Union and the external communication of EPD in Brussels.

B. Accountabilities and Key Relationships

The Advocacy and Communications Officer reports to the Executive Director (Brussels), and works in close cooperation with the Finance and Administration Manager (Brussels) on a day to day basis. In addition, the officer is in regular contact with the relevant representatives of EPD member organisations. The officer works in close cooperation with the rest of the EPD team (Programmes Coordinator, Programme Officer, Policy Advisor) and supervises one Communications Intern (Brussels).

C. Duties and responsibilities

Advocacy and research

- Designing Quarterly Advocacy Action Plans in line with the profile of the organisation and in close cooperation with the Executive Director;
- Initiating and maintaining institutional contacts with EU representatives, civil society representatives, partner organisations and Member States;
- Contributing to policy briefs, input papers and EPD fact sheets in cooperation with EPD's member organisations;
- Ensuring the consistency of EPD's Communication tools (website, publications, newsletter & twitter account) with its Advocacy Strategy;
- Attendance of relevant conferences, seminars and working meetings, as required by the Executive Director;
- Following EU policy discussions and political priorities and sharing this information with EPD member organisations;
- Researching on innovative methods to monitor policy influence and keep track of the progress made by EPD through its advocacy efforts.

Events and visits

- Organising events in Brussels (including logistical issues);
- Arranging and coordinating EPD member organisation visits and programming visits to Brussels;
- Representing EPD at meetings with funders, partners and policymakers in Brussels, as required by the Executive Director;
- Attendance of HRDN meetings in Brussels.

External Communication

- Reviewing and updating the EPD communications policy;
- Coordinating and supervising input for the EPD website in cooperation with EPD member organisations;
- Managing the EPD newsletter and publications page.

Records

- Maintaining appropriate records on EPD's activities, in electronic and paper format.

Culture of flexibility and improvement

- Contributing to an environment of learning at EPD and to the constant improvement of EPD's advocacy pillar;
- Participating as a member of EPD's core team in the wider development of the organisation, sharing common tasks as required from time to time.

D. Required skills, experience and aptitudes

Essential

- A minimum of 2 years professional experience in democracy support or international affairs;
- A bachelors degree or equivalent in political science, international affairs or similar;
- Knowledge of the European Union, particularly in the realm of foreign affairs;
- Computer literate, especially in Excel, Word and web design software;
- Excellent narrative reporting skills;
- Fluency in English as the primary working language with excellent oral communications skills;
- Working knowledge of French;
- High order personal skills: a strong team player, attention to detail and an ability to monitor workload.

Preferred

- Knowledge of democracy assistance literature and practice, coupled with an ability to follow political processes;

E. Employment conditions

- Full time employment 38 hours/week;
- Limited contract - initial 9 month contract starting mid/late April 2017 – renewable depending on funding opportunities;
- Please apply before 9 April, sending your CV and a letter of motivation to edithpierron@epd.eu