

## JOB DESCRIPTION

<b>Job Title:</b>	EU Advocacy Manager & Head of Brussels Office
<b>Location:</b>	Brussels
<b>Management responsibility:</b>	Policy and Advocacy Officer
<b>Reporting to:</b>	Head of Global Policy and Advocacy
<b>Key relationships:</b>	<p>Other staff in the Global Policy and Advocacy team and the Policy, Advocacy and Communications division</p> <p>Key staff in Saferworld's regional programmes</p> <p>Key staff in the Fundraising and Operations programmes</p> <p>Relevant Saferworld partner organisations, including the European Peacebuilding Liaison Office (EPLO), European institutions and government stakeholders</p> <p>Board of Saferworld Europe</p>
<b>Salary range:</b>	A competitive salary will be negotiated commensurate with skills and experience
<b>Background:</b>	<p>Since 2004, Saferworld's Brussels office has worked closely with European Union (EU) policymakers and organisations to inform policies and practices on conflict prevention and peacebuilding. Using our research and programme experience, we work with EU institutions including the European Council, the European External Action Service, the European Commission and the European Parliament to ensure that EU policies, programmes and tools are grounded in effective peacebuilding approaches and the perspectives of conflict-affected people. We also work with Member States to influence their approach to EU security and development policy. We are active in civil society networks like EPLO. As a result of Brexit, we are formally registering in Belgium and enhancing our EU engagement to strengthen our impact on policy dynamics.</p> <p>Saferworld is an independent non-governmental organisation working to prevent violent conflict and build safer lives. In around 20 conflict-affected and fragile contexts, we work with communities, civil society, governments and international organisations to promote peace. Our 2017-2021 Strategic Plan prioritises:</p> <ul style="list-style-type: none"> <li>• strengthening people's security and justice</li> <li>• challenging gender norms that drive conflict</li> <li>• encouraging inclusive and just transitions to peace</li> <li>• promoting global peace and security, and</li> <li>• supporting conflict-sensitive international engagement in conflict contexts</li> </ul> <p>Saferworld has played an important role in global conflict policy debates (for example, the New Deal for Engagement in Fragile States, the Sustainable Development Goals and the Arms Trade Treaty), offering an independent, evidence-based perspective. We currently have country and regional programmes in Central and South Asia, Africa and the Middle East. Our policy, advocacy and communications division (PAC) spans London, Brussels, Washington and Vienna with frequent engagement in New York, Addis Ababa, Beijing and other global policy centres.</p>

This post will help ensure an influential voice for Saferworld in EU peace and security debates and decision-making. Many EU member states have adopted short-term and securitised approaches to external crises and threats: this role is an opportunity for a talented, committed, experienced individual to help us persuade European actors to adopt and champion peacebuilding approaches. Important themes for our engagement include counter-terrorism (CT), countering/preventing violent extremism (C/PVE) and stabilisation, forced displacement and migration, statebuilding and security sector reform, conflict- and gender-sensitivity, gender norms that drive and perpetuate conflict, and arms trade and arms proliferation.

#### **Job Purpose:**

Lead Saferworld's engagement with EU institutions and key member states in order to inform and influence their engagement on international security, peace and conflict issues

Build Saferworld's credibility and relationships with the European policy and programming community to promote evidence-based and people-focused approaches to peacebuilding

Support Saferworld's policy development and advocacy on thematic issues and priority countries towards key EU and member state institutions working on peace and conflict issues, as well as wider policy and media debates

#### **Roles and responsibilities:**

##### **Strategic planning and development of EU (and global) strategies and workplans**

- Help implement Saferworld's Strategic Plan 2017 – 2021 and help develop future strategic plans
- Together with colleagues, develop, maintain and enhance Saferworld's EU strategy for maximum positive impact, including at member state level
- Help develop and implement other policy and regional strategies and projects as appropriate
- Ensure synergies between Saferworld's EU strategy and regional/country programmes

##### **Lead outreach, dialogue and communications in Europe on Saferworld's themes and priorities**

- Support Saferworld to analyse and input into EU debates, decisions and actions on priority countries and themes, adapt our strategies to ensure impact and take relevant opportunities
- From time to time, engage in research and planning, coordination, delivery and monitoring of Saferworld's policy work on issues such as CT/CVE, migration, SDGs.
- Influence the EU to develop and implement constructive policies and approaches in support of peacebuilding, conflict- and gender-sensitive development, people's security and justice, peacebuilding responses to crises and threats and arms transfer control.
- Develop outreach and dialogue materials such as policy briefs, letters, submissions and other communications for EU audiences and interlocutors

##### **Support advocacy by Saferworld country programmes**

- Liaise with heads of region and country managers to amplify the perspectives and priorities of Saferworld regional programmes
- Support Saferworld staff and partners' engagement with EU actors in-country and in Brussels
- Help develop our programmes' and partners' advocacy capacity and strategies, to ensure impactful outreach and dialogue

##### **Develop and maintain Saferworld's partnerships**

- Regularly assess how best to work with partners to advance Saferworld's strategic objectives
- Develop and maintain Saferworld's strategic partnerships, coalitions and networks, and relationships with European and international institutions, governments, NGOs, academia and the media
- Support colleagues across Saferworld to engage and collaborate effectively with the above
- Develop Saferworld's profile with relevant decision-makers and those who influence them
- Represent Saferworld in policy and programme debates on peace and security issues

**Manage Saferworld's EU office and 1-2 staff within it**

- Ensure effective management of Saferworld's EU office, with support from relevant staff in London
- Support and work closely with the trustees of Saferworld Europe
- Support and maintain Saferworld Europe's registration in Belgium
- Line manage Saferworld's Global Policy and Advocacy Officer, and help recruit and manage other Brussels-based staff as and when required

**Support organisational learning, monitoring and evaluation processes**

- Ensure the EU office takes stock of its impact through regular outcome monitoring, and adjust strategy accordingly
- Feed relevant lessons into ongoing strategy development and programme design
- Work with country programmes to develop and share learning on programme effectiveness at EU level

**Develop funding opportunities and help manage donor relations**

- Together with the Head of Global Policy and Advocacy, the funding team and other colleagues, actively explore funding opportunities for Saferworld's EU office and other programmes
- Lead the drafting of relevant concept notes, funding proposals and budgets
- Ensure accurate and timely reporting and monitoring of project funds and compliance with transparency requirements regarding EU-focused projects

**PERSON SPECIFICATION****Knowledge**

- A Master's degree or above in political science, international relations, communications or a related field or equivalent professional experience
- Commitment to improving EU engagement in conflict contexts and experience-based ideas as to how this can be achieved
- Understanding of key conflict drivers, political dynamics and debates relating to conflict, security and development and options for engaging with them
- Expert knowledge on at least two of the following: peacebuilding, stabilisation, counter-terror, governance, gender, peace and security, conflict sensitivity, arms control and/or human rights
- Excellent understanding of EU policies, institutions and decision-making processes, and how they link to Saferworld's core issues

**Experience**

- Minimum 7 years' experience working on international development, rights/governance and/or peacebuilding and conflict prevention issues
- Experience working on peacebuilding, governance and/or human rights in at least two contexts significantly affected by violent conflict, terror threats, repression, forced displacement and/or human rights abuses would be an advantage
- Proven experience of advocating successfully for constructive change towards international institutions and/or governments
- Proven experience of working effectively in partnership with other NGOs and NGO networks
- Experience in one or more of the following would be an advantage:
  - providing professional advice, including on a consultancy basis, to the private sector, multilateral bodies and/or governments
  - workshop design, facilitation, training and capacity-building
  - research, analysis and/or evaluation on relevant issues

**Skills**

- Track record of developing and delivering effective strategies for influencing policy and/or practice of governments and other actors on peace, security, and/or governance and human rights themes
- Excellent communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing

- Excellent written and spoken English and French, and preferably one other EU language (German could be an asset).
- Demonstrable ability to write research reports, policy papers, briefings and articles, as well as communicating in other forms, such as blogs and social media
- Proven ability to motivate, engage and influence different audiences
- Proven organisational reputation management skills
- Ability to manage complex workloads and to develop and deliver work plans effectively with teams working across multiple locations
- Ability to work on own initiative and in a small team, and to be managed remotely
- Understanding of and commitment to integrating conflict- and gender-sensitivity

**Other**

- Willingness to travel regularly to the Saferworld office in London and occasionally to Saferworld projects overseas

**TERMS AND CONDITIONS**

- Remuneration: A competitive salary and benefits package will be negotiated commensurate with skills and experience. Please provide an indication of salary expectations in your application.
- Probation: Probationary period of 3 months.
- Holidays: 28 days holiday a year (Jan-Dec) in addition to relevant public holidays.
- Hours: Standard working week is 37.5 hours a week. However, a willingness to work longer hours, as required, will be necessary.

**APPLICATION PROCESS**

To apply: Please complete an application form ([www.saferworld.org.uk/jobs/jobs](http://www.saferworld.org.uk/jobs/jobs)) and email to Marie Aziz at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) please use subject heading: Ref: EUAMH

Deadline for applications: 11 July 2018

It is anticipated that interviews will take place in late in July 2018.