

Policy Officer

The European Peacebuilding Liaison Office (EPLO) is currently seeking a Policy Officer (PO) to lead its work on specific areas of European Union (EU) policy relating to peace. The PO will work with EPLO member organisations (MOs) to influence EU policy.

The successful candidate will have an excellent understanding of EU policy-making, and experience of policy work and organising policy events. Ideally, they will have expertise on the EU's funding mechanisms for external action. The initial contract will be for one year with the possibility of renewal, to start on Monday 3 April 2023.

Title: Policy Officer

Purpose: To carry out policy/advocacy work to improve EU policy relating to peace, including through the use of the Civil Society Dialogue Network (CSDN)

Line Manager: EPLO Executive Director (ED)

A. Duties and Responsibilities

1. Policy/advocacy work

- Lead EPLO's policy work in a number of areas of EU policy related to peace, in particular on EU funding for peacebuilding
- Analyse EU policy and prepare and advocate for policy recommendations
- Draft policy papers and statements targeting EU policy-makers
- Work with policy-makers across the EU institutions, including as part of the CSDN
- Participate in events in Brussels and beyond, including presenting EPLO's policy positions, giving formal presentations and moderating events
- Lead on the organisation of advocacy events, in particular CSDN meetings

2. Working with EPLO MOs and other CSOs

- Manage at least one EPLO working group, assisting MOs to exchange information and to develop common positions
- Work with EPLO MOs to plan CSDN events to promote peacebuilding by the EU
- Enable participation of EPLO MOs in CSDN and other events
- Develop EPLO strategy on particular policy issues, in particular in relation to the EU's funding mechanisms
- Communicate to EPLO MOs about EU policy developments and about CSDN and other activities
- Network and co-operate with other CSOs working on peacebuilding

3. Communications & other work

- Prepare clear, succinct briefing papers, articles and reports on complex EU policy matters for non-specialist audiences
- Present on behalf of EPLO at conferences and other events
- Draft project proposals, activity reports and funding applications

B. Person Specification

1. Education

Essential

- Degree in a relevant subject (e.g. conflict studies, political science, European studies, international relations)
- Fluency in English
- Good working knowledge of French

Desirable

- Postgraduate degree in a relevant subject
- Additional language skills

2. Work experience

Essential

- At least three years working in an international policy environment, with a strong preference for substantial EU policy/advocacy experience
- Experience in or excellent understanding of the peacebuilding sector
- Experience working on / with the EU's funding mechanisms for external action
- Project management (particularly European Commission (EC) project management)
- Drafting papers for use in advocacy
- Working with policy-makers
- Organising events

Desirable

- Working for a network, platform or membership organisation
- Working in a conflict-affected area/working for an international non-governmental organisation (INGO)

3. Knowledge and skills

Essential

- Excellent understanding of EU policy-making processes (preferably with in-depth knowledge of at least one of the EU policy areas that EPLO currently prioritises)
- Strong political understanding and ability to liaise with a range of actors both within and outside EPLO
- Excellent English writing skills
- Excellent attention to detail
- Excellent communication and interpersonal skills
- Strong strategic, analytical and problem-solving skills

Desirable

- Good understanding of issues relating to the management of a network

4. Personal qualities

Essential

- Proactive and able to work both independently and as part of a team
- Committed to EPLO's mission
- Efficient, well-organised and able to multitask
- Able to take a problem-solving approach to challenging situations

C. Terms and Conditions

Contract: One-year full-time contract starting on Monday 3 April 2023, with the possibility of renewal following an evaluation.

(NB: EPLO can only consider applicants who are eligible to work in Belgium)

Location: Brussels, Belgium (with flexibility to work from the EPLO office and from home).

Salary: EUR 2800 to 3200 gross per month commensurate with skills and experience.

(NB: EPLO also offers the following employment benefits: hospitalisation insurance, holiday pay/pécule de vacances, 13th month/prime de fin d'année, meal vouchers and travel expenses)

Application procedure: Please send your CV and a cover letter (1 page) to langelini@eplo.org.

(NB: At the end of your cover letter, please indicate whether you have the right to work in Belgium and when you would be able to start working if selected)

Deadline for submission of applications: Tuesday 28 February 2023 at 23.59 CET.

(NB: Only shortlisted candidates will be notified)

Interviews: To be conducted during the week of Monday 6 March 2023.