

Policy and Advocacy Advisor

Application Pack – Dec 2017

**WHO ARE WE**

By joining Social Platform’s Secretariat you will be at the heart of a growing movement to revive democracy and social progress across Europe!

Created in 1995, Social Platform is the umbrella organisation of around fifty networks that actively work at European, national and local level. By joining forces we have the potential to make a real difference to issues of social justice, human rights and participatory democracy. We are recognised by EU institutions and by EU Member States as being a leading voice of civil society organisations active in the social field.

Working for Social Platform is therefore a unique opportunity to help shape the future of Europe by strengthening civil society participation.

**JOB DESCRIPTION**

**Overview:**

The policy and advocacy advisor will contribute to planning, implementing and monitoring Social Platform’s advocacy actions in fields related to the implementation of the European Pillar of Social Rights. In particular, the advisor will lead the policy and advocacy work on the EU budget post-2020. By doing so, the policy and advocacy advisor will effectively harness the collective expertise and influence of Social platform members, foster cooperation within the Secretariat to ensure that the policy and advocacy work is rooted in Social Platform’s strategic actions and develop and manage relations with strategic external stakeholders.

**Reporting to:** Director

**Key responsibilities:**

* Develop and implement advocacy strategies pertinent to the mission of Social Platform
* Monitor and analyse relevant EU policies to inform strategy development and implementation
* Develop clear, concise, relatable and well-argued positions
* Develop and manage strategic collaboration with external partners
* Liaise with relevant external stakholders and represent Social Platform externally
* Coordinate internal working groups to engage members in Social Platform’s advocacy and policy making
* Engage with statutory bodies of the network to report on advocacy progresses, to present and submit positions for adoption and to get relevant inputs for further policy and advocacy development
* Organise training workshops to raise members’ capacity to engage in relevant processes and to use outcomes of successful advocacy

| **Attribute** | **Essential** | **Desirable** |
| --- | --- | --- |
| **General Education & knowledge** | * Educational background in social policy, political science, or a related field OR proven equivalent experience (e.g. significant practical experience)
* Proven knowledge of EU processes, including budget cycle and financial instruments
* Proven knowledge of a range of European social policies
 | * Knowledge of EU policies in the areas of employment, poverty, social inclusion and inequalities
* Knowledge of indicators, notably in social area
* Knowledge of Sustainable Development Goals
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| **Skills & abilities** | * Politically astute, with track record of successful advocacy outcomes to influence EU policy, legislation and/ or budget
* Ability to communicate in a clear, concise and compelling manner to a wide range of audiences and proven record of effective messaging
* Excellent research and analytical skills
* Demonstrated networking skills
* Ability to work proactively, both autonomously and in a team
* Excellent planning and co-ordination skills with ability to organise a complex and diverse workload
* Good interpersonal skills for an international environment
* Excellent written and spoken English
* Computer literate
 | * A good facilitator, seasoned in active listening techniques
* Knowledge of other European languages
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| **Experience** | * At least 5 years’ experience in advocacy and policy at European and/or national level
* Track record of experience working on the EU budget
* Experience of working in/with EU institutions, particularly the European Commission, European Parliament and European Council
 | * Demonstrated experience in working with the European Parliament
* Experience of working within a members-based organisation
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| **Personal** | * Adheres to Social Platform’s values and approach grounded in the human rights framework
* Values the role of Civil Society Organisation as actors of social change in Europe
* Values the specific approach of being a members-based organisation
* Self-motivated and able to work under pressure and prioritise effectively
* Autonomous in their tasks but also good team player prepared to contribute to the overall success of the organisation
* Reflective, strategic and structured
* Flexible attitude ready to adjust priorities as required
* Willingness to travel
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**WHAT WE OFFER**

• Be part of a Platform that is actively working to achieve positive social change

* Full-time permanent position, conditions are according to Belgian legislation, including the legal ability to live and work in Belgium
* Salary according to the wage scales of Social Platform and based on experience
* Preferred starting date: asap
* Holiday allowance and 13th month pay
* Pension scheme, hospitalisation insurance, representation allowance, transport allowance, and lunch vouchers
* Social Platform is an equal opportunities employer. Applications are welcomed from candidates regardless of background, gender, marital status, disability or sexuality. Social Platform strives to pursue family-friendly employment practices.

**STANDARD APPLICATION FORM FOR EMPLYMENT**

**Confidentiality**

All information given in the application, including Equal Opportunity monitoring information, will be treated in a confidential manner.

Please note that the first page of this application form (personal details, equal opportunities monitoring and declaration) will be detached from the rest of your application to promote equal opportunities in the short-listing process. Please do not put your name or signature on the rest of the application form otherwise your application will be rejected.

Please complete in English:

|  |  |
| --- | --- |
| **Forename(s) or given name**: |  |
| **Surname**: |  |
| Title |  |
| Position you’re applying for:  | **Policy and Advocacy Advisor**  |
| Where you saw this job advertised:  |  |
| Address: |  |
| Postcode/City:  |  |
| Country: |  |
| Email address: |  |
| Telephone: |  |
| Can we use these details to contact you if necessary? |  |

**Declaration**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice. I declare that I am eligible to live and work in Belgium.

|  |  |
| --- | --- |
| **Name** |  |
| **Date**  |  |

Once completed, please return this form by email to:  recruitment@socialplatform.org

**Closing date for receipt of applications: Wednesday, 17th January 2018 at midnight. Shortlisted candidates planned to be interviewed in the first half of February.**

The application pack should be sent only by email. All applicants need to fill in the Standard Application form; no separate motivation letters will be accepted. Short-listing will take place by evaluating the (anonymised) application forms against the person specification for the position.

If you have any question, please don’t hesitate to contact Silvana Roebstorf by email (silvana.roebstorf@socialplatform.org) – Please note that the Social Platform office is closed between 25th December 2017 and 3rd January 2018.

FOR SOCIAL PLATFORM USE (DO NOT COMPLETE)

Anonymous candidate number:

1. Education

**Further/higher education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of college/university** | **From/to** | **Full-/part-time** | **Qualifications obtained** |
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|  |  |  |  |
|  |  |  |  |

2. Training and development

**Please give details of any training courses attended which are of direct relevance to your application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **From/to** | **Course provider** | **Summary of content** |
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3. Languages

**Please specify your level of competence within a range of 1 to 4 (with 4 being the highest).**

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| --- | --- | --- | --- |
| **Language** | **Spoken** | **Written** | **Understanding** |
| English |  |  |  |
| French |  |  |  |
| **..** |  |  |  |

4. Present and previous occupations

**Please give details of your occupation(s) starting with the most recent. Please include any unpaid work that is relevant to the post and explain any gaps.**

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| --- | --- | --- |
| Employer's name and address (please start with current/most recent) | From/to(month/year) | Position held including brief description of your main activities and responsibilities |
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**6. Offers of employment may be subject to receipt of satisfactory written references. Please provide the names, addresses and telephone numbers of two referees. Referees will not be contacted without your prior permission.**

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| --- | --- |
| **a) Name**  |  |
| Position  |  |
| Email |  |
| Telephone number  |  |
| What’s your connection with this referee? |  |
| Can we approach this referee prior to interview? |  |

|  |  |
| --- | --- |
| **b) Name**  |  |
| Position  |  |
| Email |  |
| Telephone number  |  |
| What’s your connection with this referee? |  |
| Can we approach this referee prior to interview? |  |

7. If selected, when would you be able to take up the job?

**8. Please use the space below to explain:**

* **What motivates you to apply for this position? (max 250 words)**
* **What specific skills and/or experience do you have in developing and implementing advocacy actions/campaigns, including policy analysis, stakeholders’ involvement and coalitions building? (max 500 words)**
* **In your opinion, what are the key processes that Social Platform should influence in 2018 for successful advocacy on the post-2020 Multiannual financial framework? (max 250 words)**

**What motivates you to apply for this position?**

**What specific skills and/or experience do you have in developing and implementing advocacy actions/campaigns, including policy analysis, stakeholders’ involvement and coalitions building?**

**In your opinion, what are the key processes that Social Platform should influence in 2018 for successful advocacy on the post-2020 Multiannual financial framework?**