



# socialplatform

## **Policy and Advocacy Officer**

temporary contract

(March – December 2021)

Social Platform is the largest network of civil society organisations in the European Union advocating for a social Europe. It is driven by a membership of European federations united in the fight for social justice, equality between all people, inclusion, sustainability and participatory democracy in the EU and beyond.

The deadline for applications is the **22<sup>nd</sup> February 9:00 am (Brussels time)**. **However, applications will be evaluated on an ongoing basis and interviews may be held before. Applicants are therefore encouraged to apply as soon as possible.** Please send your CV and motivation letter to [laura.debonfils@socialplatform.org](mailto:laura.debonfils@socialplatform.org). Each should not be longer than two pages.

### **Job description & what we offer**

#### **Overview:**

We are looking for a passionate supporter of social justice that has experience in advocacy and social policy analysis at European level. They will be an effective advocate with a firm grasp of EU social policy able to influence and follow policy developments. The Policy and Advocacy Officer will strategically manage information and knowledge to change and/or influence European policies and practices that affect the lives of people in Europe. They will increase support for and maximise the impact of Social Platform's mission and vision.

As part of a small and international team of highly motivated individuals, the Policy and Advocacy Officer will research and draft common positions, letters and other policy-related outputs, both autonomously and in cooperation with other members of the Social Platform Secretariat, Social Platform member organisations and other relevant partners.

We are seeking a candidate that is honest, curious, open-minded and thrives on building quality relationships with colleagues and external partners. They will be able to motivate and encourage engagement of members and a greater sense of ownership and responsibility to the network as a whole.

**Reporting to:** Policy & Advocacy Coordinator

### **Key responsibilities:**

The Policy and Advocacy Officer will undertake the following tasks:

- Track relevant EU policy developments in the field of social policies; write concise briefings on these developments to support the policy team and our members;
- Support the policy team in drafting common positions, letters and briefings, through several rounds of feedback and approval (notably through our members) to reach a final document;
- Develop and maintain relations with EU institutions to advance the relevant policy objectives described in our work programme, following up on our campaigns and political interactions, where relevant;
- Participate in internal and external meetings representing the organisation;
- Support colleagues with other policy and advocacy related activities, if needed;
- Produce content for online publication, in accordance with our communications objectives;
- Support the organisation of Social Platform events;
- Monitor and report on work programme activities according to the procedures set out internally.

### **Person specification**

- At least two years of experience in advocacy and policy at European level.
- Very good understanding of a range of European social policies, such as employment, poverty, social inclusion, social economy, human rights and/or inequalities.
- Experience in working with the EU institutions, particularly the European Commission, European Parliament and Council of the EU.
- Excellent knowledge of EU socio-economic governance mechanisms.
- Excellent policy analysis skills.
- Proven excellent research, writing, analytical and communication skills.
- Ability to represent Social Platform in meetings with internal and external stakeholders;
- Excellent command of spoken and written English, and working knowledge of other EU languages is an advantage.
- University degree in Economics, Political Science, European Studies or another relevant field.
- Excellent command of Microsoft Office and social media tools.
- Conscientious and efficient in fulfilling commitments, observing deadlines and achieving results.
- Ability to meet deadlines and manage conflicting priorities, with a flexible attitude ready to adjust as required.
- Proven attention to details and a structured workstyle.

- Ability to work proactively, both autonomously and in a team.
- Strong and demonstrated commitment to social justice issues.
- Knowledge of and commitment to the role and values of social civil society organisations (CSOs).
- Compliance with Social Platform's employment rules and team principles.
- Preferably able to work from Brussels (the office is currently working remotely following Belgian recommendations due to the pandemic).

### **What we offer**

- Be part of a network that is actively working to achieve positive social change.
- Monthly salary of 2.715,00 Euros gross based on entry level of Officer positions in our internal rules and salary scale.
- Starting date: 1<sup>st</sup> March 2021.
- Contract: Social Platform offers a temporary employment contract under Belgian law based on 37.5 hours per week from the 1<sup>st</sup> March 2021 to 31<sup>st</sup> December 2021. Extension possible subject to confirmation of funding in 2022.
- Remuneration package including holiday allowance, 13th month pay, hospitalisation insurance, pension scheme, representation allowance, lunch vouchers and eco-checks, transport allowance temporarily replaced by home working allowance.
- Social Platform is an equal opportunity employer and strives to pursue family-friendly employment practice.