EU Affairs Officer
Vacancy Notice

Full-time permanent contract – Brussels based

About Eurochild

Eurochild is an international non-governmental organisation based in Brussels, which promotes the well-being and rights of children and young people at the European level and, through its membership, in the European countries. We are supported financially by the European Commission. In the almost 18 years since its establishment, Eurochild has grown into one of the most influential networks on children’s rights in Europe. It has almost 200 members across 35 countries in Europe, including national coalitions of children’s rights (National Partner Networks) in 22 countries.

About this position

This position at the Brussels-based Secretariat of the Eurochild network is created to provide direction and support in the implementation of Eurochild’s advocacy goals through monitoring sector relevant EU policy issues, and supporting the representation of Eurochild with regard to the European Institutions and other key stakeholders.

The specific responsibilities of the EU Affairs Officer will include and relate to:

- Monitor, analyse and report on relevant policy developments at EU and European level, and identify opportunities for the Eurochild Secretariat and its members to influence these developments;
- Support the Secretariat’s planning and implementation of policy and advocacy work, in line with key political developments and agreed priorities, harnessing the expertise and influence of the Secretariat and membership;
- Support relevant staff and subcommittees, taskforces and/or members to develop appropriate and timely responses - as required;
- Provide input on effective monitoring and evaluation processes to evaluate impact;
- Support the planning and development of key deliverables (e.g. policy briefings, statements and reports) used in our advocacy;
- Foster close working relations with key allies in the EU institutions, in particular European Parliament, European Commission and Permanent Representations to the EU of the Member States;
- Support Eurochild’s external representation linked to our advocacy goals and our participation in relevant alliances and coalitions, advises and supports the Secretary General, the President, Head of Advocacy, Secretariat colleagues and other members invited to represent the network;
- Provide direction and support to colleagues working directly on policy and advocacy goals;
- Coordinate with colleagues working on project coordination, communications, child and youth participation to ensure they are aware of relevant policy developments;
- Design, implement and follow-up on relevant capacity building activities for Secretariat colleagues, members or children and young people to support their engagement in EU policy development;
- Update databases of key officials and stakeholders for communication and lobbying purposes, and Eurochild’s management of relationships with officials.

Support and supervision

The EU Affairs Officer will report to the Head of Advocacy. He/she will also receive support from the Eurochild Management Board Sub-Committee on Advocacy and provide direction and support to the policy and advocacy intern.
Candidate profile

We are looking for a candidate with:

- Minimum 3 years of relevant experience in a similar role, ideally in an EU based organisation
- Ability to provide 2 professional references
- Experience in monitoring, analysing and reporting on policy developments at EU and European level
- Ability to research, analyse, negotiate and establish and maintain relationships with officials and relevant stakeholders
- Curiosity, good listening skills and appetite for learning, and personal and professional growth
- Ability to work autonomously as well as being a good team player
- A strong sense of integrity, flexibility, and responsibility
- Excellent organizational, problem solving and time management skills
- Strong networking and communications skills
- Strong computer skills, especially Microsoft Word, Excel and Outlook
- Fluency in written and spoken English, other languages are an advantage

In addition, it is an asset if the candidate has any of the following:

- Experience of working with or for non-governmental organisations or membership-based networks
- Good understanding of children’s rights

Conditions

- 2600-2860€ gross monthly salary depending on experience
- Benefits (13th month, lunch tickets, full hospitalisation & pension insurance)
- Location: Eurochild Secretariat, Brussels
- Preferred starting date: 1 April 2022
- Type of contract: Full-time permanent contract
- The successful candidate must have the right to live and work in Belgium

Are you interested?

To apply:
Please complete this online form in English, add your CV (pdf) and submit.
Deadline for applications: 6 March 2022 midnight (CET).

Only short-listed candidates will be notified and invited to online interviews (planned for 16 & 17 March 2022). An exercise will be sent to short-listed candidates, that must be completed and returned by email by 15 March, 1200 hrs CET. The successful candidate is expected to start in April 2022.

If you are not contacted by us by 18 March 2022, please assume you have not been selected for an interview. We thank you for your interest in Eurochild and wish you every success in your future.

Confidentiality & privacy: All information given upon application will be treated in a confidential manner and according to Eurochild’s privacy policies.

Eurochild is an equal opportunity employer. We are guided by the principle of non-discrimination on any ground, and we apply such principle in our day-to-day operations and in our employment practices.

If you have any questions about this vacancy, please email Eurochild Head of Advocacy, Ally Dunhill – ally.dunhill@eurochild.org