

VOICE is looking for an Advocacy Assistant

July 2021

Brussels-based CDD, 1-year full time position
Starting date: as soon as possible

General description of the post

Under the supervision of the VOICE Advocacy Officer, the Advocacy Assistant will support the Humanitarian Aid NGO network's advocacy activities in line with VOICE Strategic Plan and Work Programme and the related EU institutions' agenda.

More specifically, the Advocacy Assistant will support the Advocacy Officer in monitoring policy developments at the European Parliament (EP) level, and supporting the facilitation of the "Resilience-Nexus Working Group".

Responsibilities and Tasks of the Advocacy Assistant

- Monitor EU humanitarian policy developments and debates at EP level and assist in sharing developments and advocacy initiatives with VOICE members
- Support the Advocacy Officer in the identification of advocacy opportunities, especially at EP level on the EU humanitarian budget, funding mechanisms for NGOs and other key VOICE policy areas
- Support in the consolidation of NGO input to relevant EP debates, studies and reports
- Manage contacts with key decision-makers at the EP and contribute to the VOICE outreach and advocacy strategy towards the EP
- Assist with the preparation, facilitation and follow-up of the "Resilience-Nexus Working Group" as well as other specific meetings; draft agendas and minutes, prepare supporting documents and ensure information sharing with members
- Provide general research support and assist in writing position papers and advocacy messages/tools on request
- Brief colleagues as required on relevant EU policy developments and provide updated information for VOICE website and communication tools
- Assist in the dissemination of information/communication to internal and external stakeholders and support information management, filing and accessibility on VOICE advocacy issues
- Support the Secretariat in the preparation of VOICE events, roundtables, advocacy meetings and working groups, including logistical and administrative support
- Perform other related duties as required

If you would like to join our team, you should have the following skills and competencies

- Fluent written and spoken English (required). French desirable
- University degree in a relevant field
- One to two years' relevant professional experiences
- Knowledge of EU institutions and NGO networks, preferably in relation to humanitarian aid or external relations
- Strong organisational, analytical and writing skills
- Ability to operate independently as well as in close cooperation with colleagues
- Willingness to learn and develop
- Ability to work in Belgium (currently in possession of a Belgian work permit)

Application information

The deadline for applications is 16 August 2021. Interviews will be held on a rolling basis until the position is filled.

Please email your application in English to voice@voiceeu.org, write Advocacy Assistant in the subject line, as well as your name and surname, and include:

- A CV of maximum two pages
- A cover letter of no more than one page outlining your motivation for the job

Due to the volume of applications we receive,
only shortlisted candidates will be contacted for an interview.