

## VOICE is looking for an Advocacy Assistant

January 2024 – starting date: as soon as possible

### VOICE offers:

- Brussels-based 1-year full-time fix-term contract (CDD, renewable)
- Competitive package (more information will be shared with shortlisted candidates)

### Advocacy Assistant:

The Advocacy Assistant reports to the Director and is responsible for gathering intelligence and coordinating advocacy activities around the EU humanitarian funding instruments, the annual EU budget procedure, the Solidarity and Emergency Aid Reserve (SEAR), the Multiannual Financial Framework (MFF), etc. The Assistant is the team's focal point for contacts with the European Parliament (EP) and is responsible for the monitoring and implementation of the advocacy strategy towards the European Parliament (EP) in close cooperation with the Senior Advocacy Officer.

In addition, the Advocacy Assistant provides general support to the Director in the organisation of internal and external meetings and events, logistics, drafting minutes and reports, and providing information for VOICE communication tools and information management.

### Responsibilities and tasks:

- Monitor the negotiations around the EU's long-term and annual budgets, notably the EU humanitarian budget, the implementation of the SEAR and the ad-hoc reinforcements of the EC humanitarian budget.
- Identify relevant EP debates and related advocacy opportunities, support VOICE members, and coordinate their advocacy efforts with key stakeholders.
- Lead the informal working group on budget.
- Implement the advocacy strategy towards the EP in collaboration with the Senior Advocacy Officer.
- Write advocacy messages for internal and external VOICE communication tools.
- Prepare briefings for members on policy developments around the EU humanitarian budget and all relevant EP debates.
- Assist the Director in all her tasks.
- Represent VOICE in meetings relevant to the portfolio.
- Fulfill other related duties to support the Secretariat Team as required.

### Required profile:

- University degree in a relevant field.
- Two years' relevant professional experience.
- Fluent in written and spoken English.
- French as added value.
- Knowledge of EU institutions and principled humanitarian aid.
- Strong organisational, analytical, and writing skills.
- Ability to adapt to changing priorities and to manage multiple workstreams simultaneously.
- Belgian work permit.

**Application:**

- Deadline for applications: Monday 26 February 2024.
- Interviews will be organised on a rolling basis.
- Only shortlisted candidates will be invited for an interview and provided with further information on the package that VOICE offers.
- Please email your application in English to [voice@voiceeu.org](mailto:voice@voiceeu.org), write “Advocacy Assistant” in the subject line and your name and surname, and include:
  - A CV of a maximum of two pages.
  - A cover letter of no more than one page outlining your motivation for the job.