

<p><b>ACT Alliance European Refugee Crisis Advocacy Officer: Role Profile</b></p> <p><a href="http://www.actalliance.org">www.actalliance.org</a></p>	<p><b>Closing date:</b> COB Friday 8th April 2016  <b>Interviews:</b> Brussels (or possibly by Skype), Thursday 14th April 2016  <b>Start date:</b> as soon as possible thereafter  <b>Work location:</b> Brussels  <b>Duration:</b> initially to 31 August 2016 but with possibility of extension subject to funding and performance  <b>Reports to:</b> Director, ACT Alliance Advocacy to the EU. Strong functional links to the global ACT Alliance Secretariat in Geneva.  <b>Salary:</b> in accordance with ACT Alliance EU salary scales</p> <p>Due to the (at least initial) short term nature of this position we are willing to be flexible in the nature of the contract offered; we can for example consider a short term secondment or a temporary employment contract.</p>
<p><b>Purpose of role</b></p> <p>The overall goal of the post is to see tangible improvements to the conditions facing refugees coming to - or already in – Europe, as a result of policy and practice changes by the EU member states and institutions. The advocacy is regarded as a core and necessary part of the activities funded by the ACT Alliance European refugee crisis humanitarian appeal (<a href="http://actalliance.org/wp-content/uploads/2016/03/Appeals_EUR151_15_March_2016_Revision_2_Emergency-Response.pdf">http://actalliance.org/wp-content/uploads/2016/03/Appeals_EUR151_15_March_2016_Revision_2_Emergency-Response.pdf</a>)</p>	
<p><b>Main responsibilities</b></p> <ul style="list-style-type: none"> <li>• Monitoring and reporting on relevant developments at EU and member state level</li> <li>• Networking and relationship-building primarily in Brussels</li> <li>• Researching and developing advocacy objectives</li> <li>• Planning, undertaking and leading strong and effective advocacy towards key EU institutions and member states</li> <li>• Ensuring good coordination of ACT Alliance and its members on key advocacy lines and activities</li> <li>• Good coordination with other relevant agencies including UN bodies and INGOs allowing for alliance building where appropriate</li> <li>• Any other responsibility which the post-</li> </ul>	<p><b>Key performance indicators</b></p> <ul style="list-style-type: none"> <li>• Quality of interaction with members of ACT EU and ACT Alliance and ACT sister agencies</li> <li>• Number of ACT members actively involved in EU advocacy</li> <li>• Production of strong advocacy objectives, strategy and workplan</li> <li>• Advocacy outputs (for example briefing papers) are produced</li> <li>• Number of policy-makers and decision-makers with whom constructive relationships are established and who promote the key advocacy messages</li> <li>• ACT Alliance’s role and reputation in Brussels as a leading and credible network is established and enhanced</li> </ul>

<p>holder is reasonably requested to accept</p>	<ul style="list-style-type: none"> <li>• Members of ACT Alliance are equipped to articulate / represent policy positions relating to the refugee crisis policy positions</li> </ul>
<p style="text-align: center;"><b>Qualifications, knowledge, experience</b></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Degree or equivalent qualification in a relevant discipline</li> <li>• Good knowledge and understanding of the EU and its institutions and processes and the challenges they pose for advocacy on the refugee crisis</li> <li>• Good knowledge of development issues and particularly issues concerning refugees and migration more broadly</li> <li>• Sound knowledge of how advocacy works</li> <li>• Familiarity with the ecumenical family and commitment to working ecumenically</li> <li>• Fluency in English</li> <li>• Effective networking skills and the ability to work in a network</li> <li>• Proven ability to speak in public</li> <li>• Experience of successful advocacy towards the EU institutions</li> <li>• Experience of successful coordination of a coalition or network</li> <li>• Experience of managing teams or working groups or leading projects</li> <li>• Willingness to work flexible hours and to undertake international travel as required</li> <li>• Immediate availability and the ability to quickly engage and contribute</li> <li>• Able to relate to, understand and sympathise with ACT Alliance’s mission, understand the traditions that unite our membership and appreciate the diversity and the cultures that they represent.</li> <li>• Must have the right to work in Belgium</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of ACT Alliance</li> <li>• Ability to work in a second EU language</li> </ul>	<p style="text-align: center;"><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills, written and verbal, tailored to different audiences</li> <li>• Political savvy</li> <li>• Excellent negotiation skills</li> <li>• Rigorous analytical skills and ability to synthesise information to support sound decision-making</li> <li>• Able to handle ambiguity</li> <li>• Decisive</li> <li>• Resilient and able to work under pressure and manage time effectively</li> <li>• Team player</li> <li>• Able to work on own initiative</li> </ul>