

Job Vacancy

PROJECT OFFICER

at Equinet - the European Network of Equality Bodies

Application Deadline: 28 November (10.00 am CET)

Application Package

1. GENERAL INFORMATION

EQUINET, the European Network of Equality Bodies, brings together statutory based equality bodies (national public institutions) from across European countries with a mandate to promote equality and combat discrimination in the areas covered by the EU equal treatment legislation (on grounds of gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation) and beyond. The Equinet Network currently has a membership of forty one equality bodies from thirty one European countries.

For its Brussels-based secretariat, Equinet seeks to expand and **reinforce its team by recruiting a Project Officer** responsible for advancing the work of Equinet in relation to policy and practice initiatives, membership communication and engagement, and member capacity building initiatives.

The Project Officer will be responsible for (i) the development, implementation and monitoring of new initiatives and projects engaging equality bodies on policy and practice issues, (ii) facilitating membership engagement through communications and information exchange among equality bodies and European partners/stakeholders (e.g. website members forum, Members information alerts and EU developments newsletter, member to member study visits), and for (iii) the planning and organization of capacity building training and seminars for members.

The Project Officer will initially report directly to the Executive Director of Equinet, who heads the Equinet secretariat, and will work closely with all the other staff members, within the overall tasks and responsibilities of the Equinet secretariat.

This is a **fulltime position to be performed at the Equinet secretariat, located in Brussels**. Equinet offers a Belgian **open-ended employment contract** (salary range € 2600-3000 gross per month according to level of experience and expertise, contract including additional *holiday payment* and a *13th month*) and secondary employment benefits (*meal vouchers, reimbursement of public transportation costs*).

The starting date is as soon as possible in early January 2015.

2. JOB DESCRIPTION

Overall responsibilities

Support the implementation of Equinet annual Work Plans and Strategic Plan and in particular Equinet policy, capacity building, and communications activities.

Support cooperation and innovation amongst Equinet Members through developing and implementing initiatives that engage and support equality bodies; communicating with Members keeping them informed of relevant policy developments at European level; developing and implementing projects and actions to support capacity building for members.

Main responsibilities of the Project Officer will include:

- Development, implementation and monitoring of initiatives and projects supporting innovation and engaging equality bodies in new policy areas and forms of practice on issues relating to equality and non-discrimination
- Effective internal network communication and membership engagement, keeping members informed of relevant policy developments and programme initiatives at European level.
- Planning and organization of capacity building training events and seminars for members
- Contributing to overall team work and external representation of Equinet as required

Development, implementation and monitoring of initiatives and projects supporting innovation and engagement of equality bodies on new policy areas and issues relating to equality and non-discrimination

- Development, implementation and follow-up of new initiatives and projects supporting innovation and engaging equality bodies on relevant policy issues and new forms of practice. This work will be conducted under the guidance of the Executive Director / line manager and Policy colleagues, and involve close cooperation with and input from the Equinet policy team.
- Supporting selected Equinet Working Group activities (or similar structure) as required, through ensuring effective communication and collaboration between the Equinet secretariat and the Members (expert staff from equality bodies) of the specific Equinet Working Group
- Providing guidance, instructions and coordination support to the Working Group, or similar Equinet structure, in the process of preparing and producing reports, publications or other outputs resulting from their work.

Internal communication and membership information

- Facilitate membership engagement through effective communication with and information exchange among equality bodies and between Equinet and its European partners/stakeholders. This work will be conducted in close cooperation with the Equinet Communications Officer, and will include for example:
 - Manage and stimulate the development and use of the website members' forum (restricted members access),

- Develop material to highlight the activities of equality bodies to be included in a regular newsletter for Members on relevant European developments in the field of equality and non-discrimination
- Manage the flow and exchange of relevant information (e-mail) alerts to and among Equinet membership.
- Facilitate exchanges between members and the development of member-to-member study visits as appropriate.
- Monitor and disseminate relevant policy developments at EU/international level and media coverage of equal treatment and non-discrimination issues relevant to specialised equality bodies in mainstream European channels (in coordination with Communications Officer and policy team).

Equinet events - capacity-building seminars and trainings for Members

- Develop, under guidance of the Executive Director and the Policy team, regular seminar and training events for Members addressing selected equality and non-discrimination issues and lead their conceptualising, design and organisation, i.e. develop agenda, identify and contact speakers and trainers, and ensure effective organisation of the event.
- Contributing to the planning and organisation of relevant Equinet meetings and events.

Equinet team member and external events

- Attend relevant meetings, including seminars and conferences, and prepare or edit presentation materials and reports/minutes as required.
- Prepare or edit Equinet contribution and presentation materials, and support Equinet representation at external meetings and events as required and appropriate.
- Actively engage in the planning, organisation and reporting of all Equinet events (including Equinet conferences and seminars, Working Group meetings, Equinet Annual General Assembly and Board Meetings etc).
- Other tasks as directed by and agreed with the Executive Director.

3. REQUIREMENTS (person specification)

Essential

- Relevant professional experience of at least 2 years within organisations engaging on policy issues in the social field at a European or international level
- Good knowledge of equal treatment and human rights issues at an international, EU and/or national level, including of the work and mandate of national equality bodies
- Excellent organisational skills with proven track-record in relation to project development (including good knowledge of and experience in project management cycle) and events management
- Excellent and proven drafting/reporting skills (in English)

- Strong communications skills, and proven interpersonal skills to build strong relationships with member organisations staff, contacts and external stakeholders
- Relevant university degree (in an area such as social policy, law, political studies, etc.) or technical qualification
- Native speaker equivalent level in (written and spoken) English and command of a second EU language.
- Personal commitment to non-discrimination, equal opportunities and human rights
- Ability to work in a team and with professionals in an international and multicultural environment.

Desirable

- Experience of working in an international/European membership organisation.
- Successful track-record of developing strategies and implementing projects/initiatives supporting engagement and innovation across a diverse international membership.
- Relevant experience specifically in the field of EU social affairs on equal treatment/non-discrimination issues.
- Experience in event management and the organisation of capacity building events
- Good knowledge of equality bodies and experience of linking with their work
- Additional language skills.

4. APPLICATION PROCEDURE

To apply, please send **your CV (in English) together with the completed application form to jobs@equineteurope.org** addressed to the Executive Director and **clearly marked "Application – Project Officer"** **by no later than Friday 28 November 2014 (10.00 am CET).**

Applications without a CV and the completed form will be disregarded.

Interviews and written tests for shortlisted applicants only are planned to be held in Brussels tentatively on Friday 5 December 2014. We regret that only shortlisted candidates will be contacted.

The expected start date is as soon as possible from January 2015.

Please note that the recruitment is subject to the European Commission accepting Equinet's Work Plan and Budget for 2015 and awarding the Operating Grant requested.

Equinet is an equal opportunities employer and is committed to equal opportunities including irrespective of gender, sexual orientation, religion or belief, race or ethnicity, age or disability.

More information about Equinet: www.equineteurope.org