

APPLICATION PACK 2015

**POLICY OFFICER
with particular focus on gender equality work**

**EQUINET – European Network of Equality Bodies
Brussels, Belgium**

Application Deadline: 2 August 2015

1. GENERAL INFORMATION

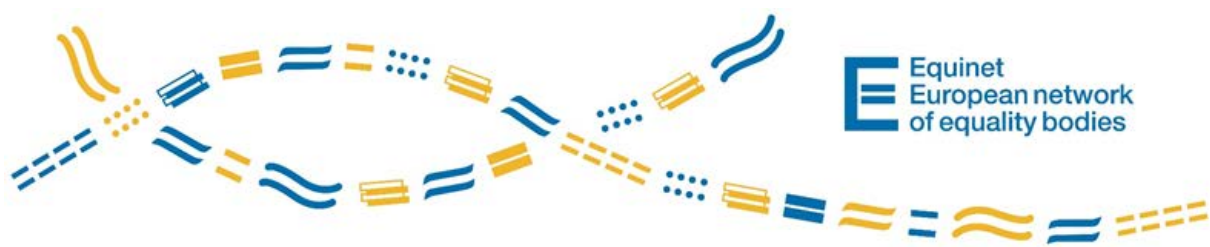
Equinet, the European Network of Equality Bodies, brings together statutory equality bodies from across European countries with a mandate to promote equality and combat discrimination in the areas covered by the EU Equal Treatment legislation (on grounds of gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation) and beyond. Equinet currently has a membership of 42 equality bodies from 32 European countries. Equinet and the Secretariat are co-funded by an annual operating grant under the Rights, Equality and Citizenship Programme of the European Union. The Equinet Secretariat consists of a small team of six staff members.

For its Brussels-based Secretariat, Equinet is seeking to recruit a Policy Officer, with a particular focus on the work relating to gender equality and cooperation with members and partners in this field. The successful candidate will lead Equinet's work on the ground of gender and gender identity and ensure that gender equality is mainstreamed in all Equinet activities. S/he will also contribute to the overall policy and legal work of Equinet on all grounds and in all fields of discrimination, including multiple discrimination.

The Policy Officer will:

- Ensure the smooth and efficient management of the Equinet Working Group on Gender Equality, including the production of policy and legal documents and publications;
- Work to conceptualise, prepare and organise selected Equinet Training events, Seminars and Conferences, including those focusing on gender equality issues;
- Take responsibility for and manage selected Equinet projects, thematic clusters and research, and support the overall work of the policy and legal team;
- Contribute to monitoring legal and policy developments in the field of equality and non-discrimination both at the national and European/international level;
- Engage with Equinet members and external partners, and represent Equinet at external events as appropriate.

The Policy Officer will report to the Senior Policy Officer heading the overall legal and policy work of the Network within the Secretariat. S/he will also work closely with the Equinet



Executive Director and with other staff members, as required by the overall tasks and responsibilities of the Equinet Secretariat, and will engage with the Equinet Board on a regular basis.

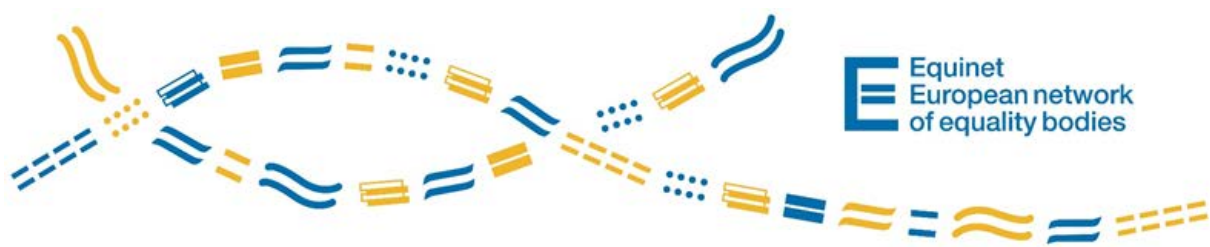
This is a **full-time, permanent position** within the Brussels-based **Equinet Secretariat**. Equinet offers an open-ended Belgian employment contract (salary range € 2600-3000 gross per month according to the level of experience and expertise, contract including additional *holiday payment* and a *13th month*) and secondary employment benefits (*meal vouchers and contribution to travel between home and workplace*). The **starting date** will be **as soon as possible (from September 2015)**.

2. JOB DESCRIPTION

The Policy Officer will be responsible for the following tasks.

Equinet Working Group on Gender Equality

- Overseeing and supporting the planning, implementation and evaluation of the work of Equinet's Working Group on Gender Equality and ensuring the development and regular updates of the annual work plan of the Working Group.
- Assisting the Working Group and its Moderator in performing their activities by:
 - preparing and taking part in the meetings of the Working Group and facilitating all its activities together with the Working Group's Moderator;
 - ensuring full engagement of the Working Group members;
 - organising the two annual Working Group meetings;
 - providing the Working Group with relevant and up-to-date information and facilitating the exchange of information between Working Group Members;
 - guiding and assisting the preparation of the Working Group's work plans, in consultation with the Senior Policy Officer, Executive Director and Board;
 - providing guidance and support to the Working Group in preparing publications and other products including contributing to the drafting of these products as necessary;
 - channelling and providing feedback to the Moderator on Working Group outputs.
- Assisting the Senior Policy Officer in the facilitation of the ongoing exchange between the Moderators of all Equinet Working Groups in order to ensure consistency and linkages between their work.
- Performing an overall helpdesk function for members of the Working Group on Gender Equality.
- Ensuring effective communication and collaboration between the Equinet Secretariat and the Working Group.



Equinet training events, seminars and conferences

- Conceptualising, designing and organising selected Equinet training events, seminars and conferences each year, notably but not exclusively those focusing on gender equality.
- This work shall entail developing the concept and elaborating the agenda, identifying and contacting speakers, ensuring proper implementation of the methodology and appropriate follow-up of the event including the publication of an online summary and reports.
- The Policy Officer will be supported by the Senior Policy Officer and other members of the Equinet Secretariat, as well as the Equinet Working Group on Gender Equality.

Communication & representation

- Establishing, under the guidance of the Senior Policy Officer and the Executive Director, good working relationships and fruitful cooperation with Equinet members, European Institutions, external stakeholder groups, funders, policy makers and other stakeholder organizations to help achieve the goals of Equinet and of the Working Group on Gender Equality.
- Communicating, under the guidance of the Senior Policy Officer and Executive Director, with internal and external stakeholders to keep them informed of the work of Equinet as well as the environment in which equality bodies and Equinet operate.
- Representing Equinet at meetings and events with external partners such as European institutions, civil society NGOs, academics, and political stakeholders as required.

Equal treatment legislation, case law and policies

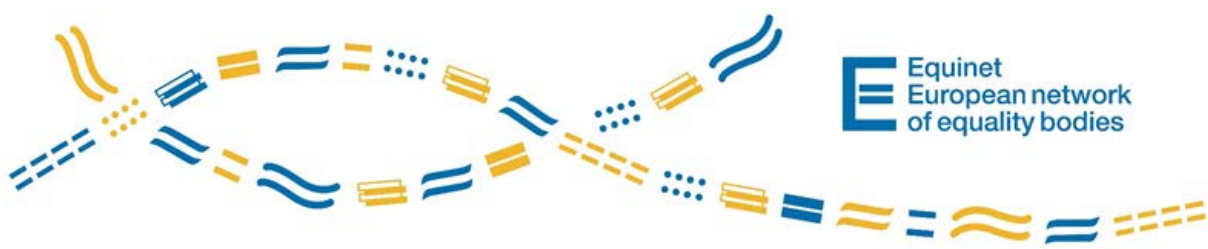
- Monitoring relevant developments in equality, non-discrimination and wider human rights legislation, case law and policies with a special focus on the ground of gender at the international, European (EU and CoE) and national level.

Information and documentation

- Managing the flow of documentation and information on equality policy, legislation and case law within the Network and on the website.
- Ensuring follow-up and posting, in collaboration with the Communications team, of relevant information and documentation on the Equinet website and appropriate communication channels.

Equinet Projects, Thematic Clusters and Research

- Taking responsibility for selected Equinet Projects, Thematic Clusters and Research as requested by the Executive Director and Senior Policy Officer.



Member of the Equinet Team

- Participating in the planning, implementation, execution and evaluation of the Equinet strategic plan, work plan and annual report.
- Participating in the planning, implementation, execution and evaluation of special research projects commissioned or undertaken by Equinet, EU institutions or partner organisations as appropriate.
- Contributing to the preparation and drafting of Equinet (internal and external) documentation, publications, perspectives and statements, and ensuring the quality of the content of Equinet products as appropriate.
- Other tasks as requested by the Executive Director.

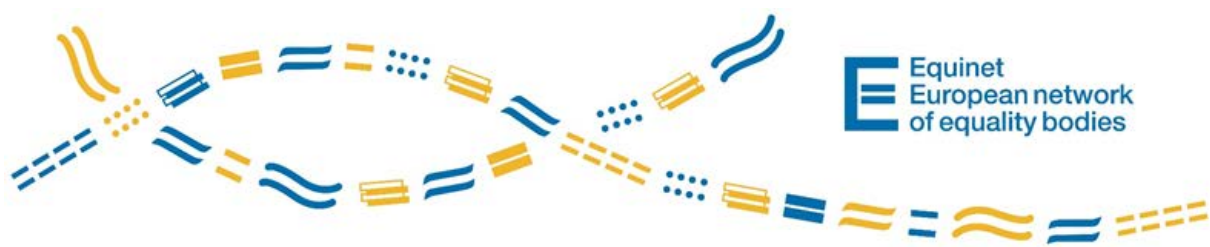
3. REQUIRED SKILLS AND EXPERIENCE

Essential

- Relevant degree in an area such as law, political science, equality studies or social policy, possibly with a focus on non-discrimination, equality and human rights.
- Relevant professional experience of at least 2 years in a relevant field of work, with a focus on non-discrimination and gender equality.
- A good understanding of the nature, work and mandate of national equality bodies in relation to combating discrimination and promoting equality in general and in the gender field in particular.
- Excellent knowledge of equal treatment, gender equality and human rights issues at an international, EU and/or national level.
- Proven organisational and project management/administration skills with an eye for details, and a sense of initiative.
- Excellent interpersonal skills to build strong relationships with member organisations and external stakeholders and partners across Europe.
- Proven ability to work with professionals in an international and multicultural environment.
- Excellent written and spoken English.
- Proven drafting and communication skills.
- Personal commitment to equality, gender equality, non-discrimination, equal opportunities and human rights.

Desirable assets

- Professional experience in the field of gender equality and non-discrimination policies, including relevant experience in the EU context in this field.
- Legal expertise or experience in the field of equal treatment legislation, preferably at EU and international level.
- Experience of working in an international/pan-European membership organisation.



- Experience of working with equality bodies.
- Knowledge of and experience in project cycle management.
- Additional language skills.

4. APPLICATION PROCEDURE

To apply, please send your **CV (in English) and the application form below to jobs@equineteurope.org** to the attention of the Executive Director. Please clearly mention **“Application – Policy Officer”** in the subject header.

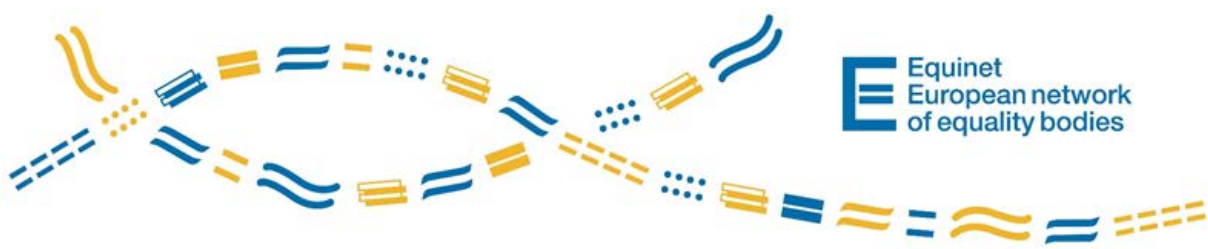
The deadline for application is **2 August 2015 (midnight)**.

Interviews and written tests for shortlisted applicants are planned to take place in Brussels on **27-28 August 2015**. We apologise for the fact that **only shortlisted applicants will be contacted**.

To the best of its financial capacities, Equinet will strive to finance the travel costs of shortlisted applicants living abroad.

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



5. APPLICATION FORM

Candidates to the position are required to fill in this application form, accompanied by a CV (in English). Applications without the completed Application Form will be disregarded. Applicants are requested not to send a cover letter.

GENERAL INFORMATION

Surname	
First name(s)	
Contact Address	
Telephone(s)	
Email	

EDUCATION - Further / Higher education / other training (starting with most recent)

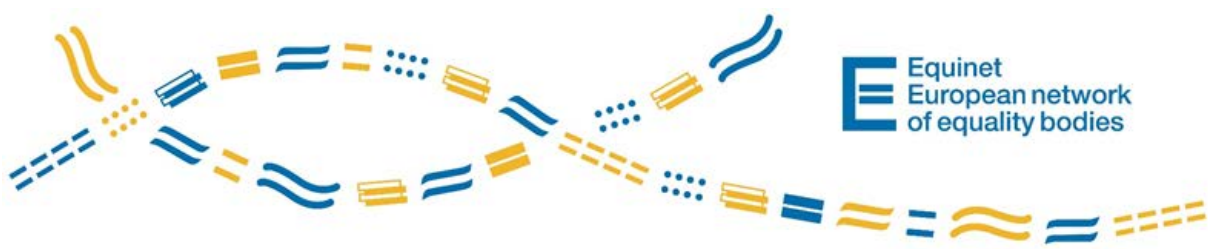
Name and address of College/University	From / to	Qualifications obtained

PROFESSIONAL EXPERIENCE – Present and previous occupations (starting with most recent)

Name and address of Employer	From / to (month/year)	Main responsibilities/achievements (max. 100 words)

STARTING DATE

If selected, when would you be able to take up employment with Equinet?



LANGUAGES

Please evaluate your language skills using the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr/cef-ell-document.pdf>)

Language	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	

FURTHER INFORMATION

Question 1: Please explain your motivation for applying to the position of Equinet Policy Officer, including your interest and commitment to non-discrimination issues.

Question 2: Please explain how your professional experience is relevant for the position and meets the stated requirements.

Question 3: What would be the particular strengths that you would bring to this position?

Question 4: Please identify three key policy and/or legal challenges in the field of gender equality and propose innovative solutions for equality bodies to tackle these.

*Your answers to questions 1-4 should not exceed **1500 words in total**. Please expand each answer field as required.*