**APPLICATION PACK**

**MEMBERSHIP & POLICY OFFICER**

**EQUINET – European Network of Equality Bodies**

**Brussels, Belgium**

**Application Deadline: 7 February 2018**

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 46 equality bodies from 34 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 is composed of a small team of six staff members.

**For its Brussels-based Secretariat, Equinet is seeking to recruit a Membership & Policy Officer. The successful candidate will coordinate membership engagement and support, internal communication and governance issues. They will also significantly contribute to the policy and legal work of Equinet and capacity building activities on various grounds and fields of discrimination, including multiple discrimination.**

The Membership and Policy Officer will report to the Head of Legal and Policy Team as direct line manager. They 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 € 2700-3000 gross per month according to the level of experience and expertise, contract including *holiday pay* 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**.

1. **JOB DESCRIPTION**

***Overall responsibilities***

* Supporting the implementation of Equinet annual Work Plans and Strategic Plan and in particular Equinet policy, capacity building, and internal communication activities.

***Equinet governance and membership management***

* Coordinating, under the guidance of the Executive Director, the Secretariat’s work relating to Equinet governance, including the organisation of Annual General Meetings and regular Equinet Board meetings (quarterly). This will involve leading in the range of tasks related to these governance processes and their follow-up;
* Managing membership development and issues, including dealing with membership requests and application processes, coordinating support to member organizations if required, and supporting members’ participation in Equinet’s work;
* Leading the internal coordination for the preparation and drafting of the Equinet Annual Work Programme.

***Internal communication and membership engagement***

* Facilitating membership engagement through effective communication and information exchange with and among equality bodies. This work will be conducted in close cooperation with the Communication Officer, and will include for example:
  + - Managing the flow and exchange of relevant information (e-mail) alerts to Equinet members and potential members,
    - Coordinating the production and dissemination of the Members’ Bulletin, Equinet’s dedicated newsletter to member organisations,
    - Managing and stimulating the development and use of the website members’ forum (restricted members access),
    - Facilitating exchanges between members and the development of member-to-member study visits as appropriate.

***Equinet events***

* Conceptualising, designing and organizing selected Equinet training events, seminars and conferences addressing specific equality and non-discrimination issues.

***Policy and legal work***

* Monitoring relevant developments in equality, non-discrimination and wider human rights law and policies at the international, European and national level;
* Supporting selected Equinet Working Group activities, Projects, Thematic Clusters (or similar structures) and Research projects as required;
* Contributing to the drafting of Equinet legal and policy documents and supporting the overall work of the policy team.

***Communication & representation***

* Establishing good working relationships with key partners and informing about the work of Equinet and equality bodies and the challenges they face;
* Representing Equinet at meetings and events with external partners;
* Preparing written and oral presentation materials for events attended by Equinet.

***Other tasks***

* Any other tasks relevant to the position as directed by and agreed with the Head of Legal and Policy Team, and the Executive Director.

1. **REQUIREMENTS**

**Essential**

* Relevant university degree (in an area such as social policy, law, European studies, political studies, etc.)
* Strong communication skills to facilitate membership engagement and develop strong relationships with member organisations staff and external stakeholders
* Relevant professional experience of at least 2 years within organisations engaging on policy issues in the social field
* Experience of work at an international/European level and excellent understanding of membership-based organisations.
* Very 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, events management, or network governance and membership management
* Excellent written and spoken English
* Excellent and proven drafting/reporting skills (in English)
* Personal commitment to non-discrimination, equal opportunities and human rights
* Strong interpersonal skills and ability to work in a small team and with professionals in an international and multicultural environment

**Desirable**

* Work experience within national equality bodies
* Successful track-record of developing strategies and implementing initiatives supporting engagement and innovation across a diverse international membership
* Relevant work experience in the field of equal treatment/non-discrimination issues
* Experience in event management and methodologies for capacity building
* Additional language skills
* Experience in organisational development and fundraising

#### APPLICATION PROCEDURE

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

The deadline for application is **7 February 2018 (midnight CET).**

Interviews and written tests for shortlisted applicants are planned to take place in Brussels on **22 February 2018**. 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. Shortlisted candidates will be invited to communicate any reasonable accommodation needs they may have during the procedure.

*Equinet is an equal opportunities employer and is committed to equal opportunities for all irrespective of gender, sexual orientation, religion or belief, race or ethnicity, age or disability. With a view to contributing to full equality in practice and compensating for disadvantages, Equinet applies positive action measures. Taking into account the Equinet Secretariat team composition, in case of equally qualified and suitable candidates, Equinet will choose the person with a minority ethnic background and/or a disability unless there are other factors that should tilt the balance in favour of the other candidate(s).*

More information about Equinet: [www.equineteurope.org](http://www.equineteurope.org)

1. **DATA PROTECTION**

Please only insert in your CV and application form personal data that is absolutely necessary for your application (date of birth, nationality, postal address, gender, marital status or sexual orientation or any other personality or lifestyle traits are not considered as necessary). If selected, you will be contacted using the email address you used at the time of application.

Any personal data you are asked to transmit to Equinet for the purposes of your application will be processed in compliance with REGULATION (EU) 2016/679 of the European Union. It will only be processed for the purposes of your application to Equinet and will not be disclosed to any external persons.

Applications from non-retained candidates will be destroyed and applications from selected candidates will be processed in confidentiality.

Every applicant can at any time request to access, rectify, erase or restrict or object the processing of their personal information Equinet might be in possession of, by sending an email request to [yannick.godin@equineteurope.org](mailto:yannick.godin@equineteurope.org).

#### 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**

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| --- | --- |
| Surname |  |
| First name(s) |  |
| Telephone(s) |  |
| Email |  |

**STARTING DATE**

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

**QUESTION 1: Please explain your motivation for applying to the position, including your interest in and commitment to equality and non-discrimination.**

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**QUESTION 2: Please explain how your professional experience is relevant for the position and meets the stated requirements. What would be the particular strengths that you would bring to this position?**

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**Question 3: Please identify two key challenges and propose innovative solutions for engaging a diverse membership.**

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**Question 4: Please choose and describe two key priorities for Equinet and Equality Bodies in the current European context in the field of equality and non-discrimination.**

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*Your answers to questions 1-4 should not exceed* ***1000 words in total****. Please expand each answer field as required.*