

**ETHNIC PROFILING EVENT ASSISTANT  
PART-TIME (3 days/week)  
September – December 2018  
LOCATION OF WORK: Brussels, Belgium**

**GENERAL INFORMATION**

**Equinet – European Network of Equality Bodies**

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 Part-Time Event Assistant for a fixed term of four months (last day of work: 21 December 2018). The job holder's primary responsibility will be to coordinate, organise and report to the funder about a capacity building seminar for equality bodies on ethnic profiling. The event is financed by a grant from Open Society Justice Initiative and will take place in Brussels, on 8-9 November.**

The Event Assistant will be supervised by the Finance and Administration Officer (Direct Line Manager) and will also work closely with Equinet's policy and legal team. Collegial collaboration with the other staff members and professional, regular engagement with Equinet Executive Board Members will also be expected from the person.

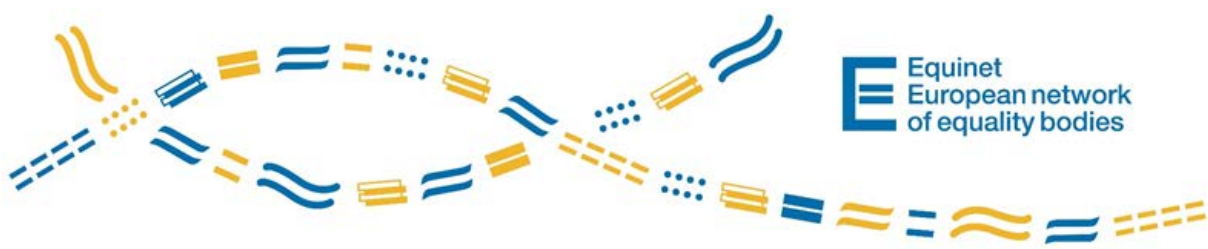
This is a **part-time (3 days a week), fixed term position** within the Brussels-based **Equinet Secretariat**. Equinet offers a **Belgian employment contract between September and December 2018** with the following package:

- Monthly salary based on experience between € 1,600 and 1,900 gross for a 3/5 working week schedule
- 5 days of paid holiday
- 13<sup>th</sup> month
- Extra holiday pay to the *pro rata* of days worked.

Secondary employment benefits

- EUR 8 face-value meal voucher per day worked
- Full reimbursement of costs for commuting between home and the workplace

The **starting date** will be **1<sup>st</sup> September 2018**.



## JOB DESCRIPTION

The Part-Time Event Assistant will carry out the following tasks:

### CORE RESPONSIBILITIES

#### ***Coordinate the organisation of the Equinet event on ethnic profiling***

- Be the main liaison person for the Open Society Justice Initiative (OSJI) as the funder;
- Be responsible for the financial management of the OSJI grant, including separation from Equinet's core grant;
- Select and liaise with the venue and the caterer for the event;
- Select and liaise with the hotel for participants and speakers;
- Invite and continually inform Equinet members about the event;
- Book the travel of participants and speakers;
- Coordinate the preparation of the narrative report summarizing the outcomes of the event;
- Prepare the detailed financial report for the grant

#### ***Support the development of the content of the Equinet event on ethnic profiling (in coordination with OSJI and the policy and legal team)***

- Conduct and summarize a needs assessment of equality bodies;
- Collect good practices of equality bodies in the field of ethnic profiling;
- Support the development of the agenda of the event;
- Invite and liaise with speakers

#### ***Promote the Equinet event on ethnic profiling (in coordination with OSJI and the communication team)***

- Prepare articles about the event for the Equinet website/Members Bulletins
- Update the website with developments and outcomes

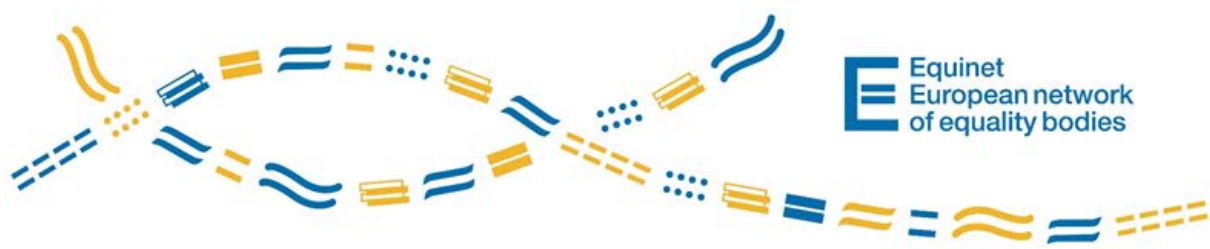
### OTHER RESPONSIBILITIES (TIME ALLOWING)

#### ***Support the organisation of other Equinet Events in 2018***

- Provide logistical support;
- Provide support to financial management of the organisation

#### ***Other tasks***

- Possible representation of Equinet at external events;
- Any other tasks relevant to the position as directed by and agreed with the Executive Director



## REQUIREMENTS

### Essential

- Relevant university degree or equivalent experience
- Excellent proven organisational and project management skills, including financial management and reporting
- Strong written communication skills to facilitate the engagement with the funder, members and stakeholders
- Meaningful Experience of working at an international/European level
- Excellent written and spoken English
- Personal commitment to non-discrimination, equal opportunities and human rights and interest in equal treatment and human rights issues at an international, EU and/or national level (knowledge of national equality bodies a plus)
- Strong interpersonal skills and ability to work in a small team and with professionals in an international and multicultural environment

### Desirable

- Familiarity with membership-based organisations
- Familiarity with the issue of ethnic profiling