

LEGAL AND POLICY ASSISTANT

FULL TIME POSITION

ONE YEAR CONTRACT (JANUARY-DECEMBER 2020)

Equinet, the European Network of Equality Bodies, brings together specialized equality bodies from European countries set up to promote equality and combat discrimination on the grounds covered by the EU Equal Treatment legislation (gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation) and beyond.

For its Brussels-based Secretariat, Equinet is seeking to recruit a Legal and Policy Assistant. The successful candidate will support Equinet's legal and policy team for an effective implementation of Equinet's annual Work Plan, and will be supervised by the Deputy Director.

This is a full-time, one year contract within the Brussels-based Equinet Secretariat. Equinet offers a Belgian employment contract (salary range € 2650-2800 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 one year contract will run from January-December 2020, and is subject to confirmation of annual funding (expected in December 2019). Prolongation of the contract beyond 2020 is envisaged but will be subject to Equinet obtaining the necessary funding.

The Equinet Secretariat 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, it applies positive action measures. Taking into account the Equinet Secretariat team composition, in case of equally qualified and suitable candidates, it 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

1. JOB DESCRIPTION

The legal and policy assistant will

- Assist the legal and policy team with legal expertise, including legal research as necessary;
- Assist the legal and policy team with the planning and organisation of meetings and events, in particular meetings of the equality law Working Group of Equinet, including logistical aspects in coordination with the administration and finance department;
- Monitor relevant developments in equality, non-discrimination and wider human rights law and policies at the international, European and national level;
- Regularly monitor European-level case law on equality and report relevant developments to the legal and policy team and for our newsletters;
- Support the understanding and monitoring of European standards for equality bodies at European and Member State level through the Equinet project on standards;

- Prepare or contribute to policy briefings and presentations for meetings of members of the Equinet Board and Secretariat;
- Prepare or contribute to the drafting of Equinet publications and other outputs;
- Lead on the planning and delivery of own projects with guidance from responsible members of the Equinet Secretariat;
- Represent and speak on behalf of Equinet at external events, including members' events as agreed with their supervisor;
- Perform any other tasks relevant to the position as directed by and agreed with the Deputy Director and the Executive Director.

2. REQUIREMENTS

Essential skills and profile features

- Relevant degree in law, possibly with a focus on non-discrimination, equality and human rights.
- Relevant professional experience of at least 1 year in a relevant field of work, with a focus on non-discrimination and equality.
- A good understanding of the nature, work and mandate of national equality bodies in relation to combating discrimination and promoting equality.
- Excellent knowledge of equal treatment 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, non-discrimination, equal opportunities and human rights.

Desirable / assets (useful additional experience/knowledge)

- Legal expertise or experience in the field of equal treatment legislation, preferably at EU and international level.
- Professional experience in the field of non-discrimination policies, including relevant experience in the EU context in this field.
- 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.

3. 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 – Legal and Policy Assistant”** in the subject line.

The deadline for application is **11 November 2019 (23:59 CET)**.

Interviews and written tests for shortlisted applicants are indicatively planned to take place in Brussels on **5-6 December**. 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.

4. 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.