MEMBERSHIP AND NETWORK DEVELOPMENT OFFICER
FULL TIME POSITION, 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 Membership & Network Development Officer. The successful candidate will be the main point of contact for Equinet’s members, ensure transparency and efficiency within Equinet governance, coordinate membership engagement and support Network development.

The Membership and Network Development Officer will work closely with the Equinet Executive Director and Communication Officer in particular, and 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, one year contract within the Brussels-based Equinet Secretariat. Equinet offers a Belgian employment contract (salary range € 2,800-2,950 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 and previous traineeships, 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

Equinet governance
- Coordinate, 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;
- Lead the internal coordination for the preparation and drafting of our Annual Work Programme;
- Strengthen governance through improved transparency and increased Board capacity,
including developing communication channels in order to inform the leadership of Equinet members about governance issues to increase transparency within the membership.

**Membership Engagement & Communication**
- Support the delivery of the project on European standards for equality bodies;
- Support the implementation of the new Equinet Communication Strategy, in particular on membership engagement, under the guidance of the Communication Officer;
- Develop a strong understanding of the Equinet membership that can be leveraged to deliver better services to them;
- Systematize the collection of and keep updated information on member organisations, their staff, their expertise and working fields. This should ideally lead to the creation and maintenance of a database of Equinet stakeholders;
- Promote the range of activities carried out by Equinet members, especially through the Equinet website, social media and publications;
- Develop an internal communication system to improve information exchange with and among equality bodies, including:
  - Managing the flow and exchange of relevant information (e-mail) alerts to Equinet members and potential members,
  - Developing and managing dedicated newsletters to member organisations and their heads,
  - Managing and stimulating the development and use of the members’ forum online,
  - Facilitating exchanges between members and the development of member-to-member study visits as appropriate.

**Network Development**
- Manage membership development, including dealing with membership requests and application processes, coordinating support to member organizations if required, and supporting members’ participation in Equinet’s work;
- Support the Executive Director in ensuring and expanding sustainable funding by seeking diversification;
- Implement the monitoring and evaluation framework of Equinet activities;
- Propose new ideas to strengthen the Equinet Membership experience and the attractiveness of the Network both internally and externally.

**Other tasks**
- Any other tasks relevant to the position as directed by and agreed with the team.

### 2. REQUIREMENTS

**Essential**
- Relevant university degree (in an area such as social policy, law, European studies, political studies, communication etc.)
- Up to 2 years’ experience working at European/national level and good understanding of membership-based organisations or national equality bodies
- Strong communication skills, including use of digital communication tools, to facilitate membership engagement and develop strong relationships with member organisations staff
- 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, network governance and membership management
- Excellent written and spoken English, any other European language a strong asset
- 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
- Solid IT skills including database management, WordPress, Mailchimp, Microsoft Office, teleconference systems
- Relevant work experience in the field of equal treatment/non-discrimination issues
- Experience in organisational development, including monitoring and evaluation, and fundraising
- Experience in event management and methodologies for capacity building
- 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 – Membership & Network Development Officer” in the subject line.

The deadline for application is 19 November 2019 (23:59 CET).

Interviews and written tests for shortlisted applicants are planned to take place in Brussels on 12-13 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
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.