

Project Officer

Working schedule: Full-time (5 days/week)

Working period: August/September 2023 – February 2024

Location of work: Brussels, Belgium

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 47 members from across Europe.

Equinet and the Secretariat are co-funded by an annual operating grant under the CERV Programme of the European Union. The Equinet Secretariat's team currently counts nine staff members (+interns).

For its Brussels-based Secretariat, Equinet is seeking to recruit a Project Officer for a **fixed term of six to seven months** (depending on starting date) with a possibility of extension into another similar role after the end of the project (pending the securing of additional Equinet funds for 2024).

The job holder's primary responsibility will be to coordinate, organise and report to the Funder on a series of activities planned under the project, which include a high-level conference in Berlin (December 2023), a capacity-building seminar for Equality Bodies on Standards for Equality Bodies, the development of an online data summarization tool (to be commissioned) and the work of an AI expert on technical standards for the EU AI Act.

The Project Officer will be supervised by the Senior Operations and Finance Manager (direct Line Manager) and will also work closely with other team colleagues.

This is a **full-time (5 days a week), fixed-term position within the Brussels-based Equinet Secretariat**. Equinet offers a Belgian employment contract between August/September 2023 and February 2024 with the following package:

- Competitive monthly salary based on experience;
- Paid holiday in accordance with Belgian law;
- 13th month (pro rata of months worked);
- Extra holiday pay to the pro rata of days worked;
- 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 as soon as possible in the second half of August or 4th of September at the latest.

Job description

The Project Officer will carry out the following tasks:

Project Management

- Be the manager of the project in most aspects (logistical, financial, content, communication, reporting and liaison with the Funder), with the assistance of relevant Equinet staff and under the supervision of the Senior Operations and Finance Manager;
- Ensure the full, timely and quality delivery of all the activities planned in the project;
- Ensure regular progress reporting on the development of the project and potential hurdles to the Equinet management and the Funder.

Logistics

With the assistance of the Equinet Operations and Finance Department:

- Manage travels of participants and speakers in line with the Equinet travel policy (adapted to the rules of this grant);
- Manage accommodation and meeting venue needs;

- Coordinate planning and logistic preparation of all (online or in-person) Equinet meetings related to the project;
- Be the project liaison for participants, contributors and suppliers for all the activities.

Content

With the help of the Legal and Policy team within the secretariat and at the Funder:

- Develop the detailed programme for the activities (including identifying potential contributors);
- Ensure that the content of the activities has a strong potential impact and are delivered in line with their stated objectives;
- Assist the development of content materials for the events.

Finance

With the assistance of the Equinet Operations and Finance Department:

- Ensure that the expenses for the project are incurred timely and are correctly recorded in the official bookkeeping;
- Keep an updated budget situation for the project and manage any potential financial risk;
- Ensure that a final budget report is available at the end of the project for the reporting phase.

Communication

In liaison with the Equinet Communication Department:

- Create communication material to disseminate information about the project and its activities to interested stakeholders;
- Prepare contributions about the event for the Equinet website/Members Bulletins;
- Update the Equinet website with developments and outcomes;
- Coordinate the preparation of the narrative report summarizing the outcomes of the event.

Other tasks

- Possible representation of Equinet at external meetings or events;
- Any other task(s) relevant to the position as directed by and agreed with the Line Manager or Equinet management;
- Provide logistical and other support as appropriate in the organisation of other Equinet events in 2023 and 2024;
- Provide support for the financial and HR management of the organisation.

Requirements

Essential

- Relevant university degree or equivalent experience;
- Strong understanding of Belgian Human Resources and Labour law;
- At least 2 years of 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, as well as communication about the event to all stakeholders;
- Meaningful work experience at an international/European level;
- Excellent written and spoken English essential; French or Dutch a strong “plus”;
- 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 perform in an international and multicultural environment.

Desirable

- Familiarity with membership-based organisations;
- Familiarity with the issues tackled by the project, notably AI-enabled discrimination;
- Familiarity with data collection and analysis;

- Familiarity with pedagogical approaches to capacity-building;
- Good command of German language, a further asset.

Application

[To apply, please fill in the online form](#) by 4 August 2024 at 23:59 CET.

Please note that only shortlisted candidates will be contacted for an interview, which will take place on 17 and 18 August (online or in-person to be determined).

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. Considering 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). Therefore, we warmly encourage and invite persons with a minority ethnic background and/or a disability to apply to this position.

