



Terms of Reference - Membership Officer

To contribute to optimising membership engagement activities

Type of Contract:	Full-time Belgium contract
Languages:	English mandatory, German desirable
Duration of Contract:	End of May 2024 – End of January 2025
Expected Duration of Assignment:	8 months
Location:	Brussels

1 - Background

Equinet and Equality Bodies

Equinet is the only European Network of Equality Bodies that facilitates the representation, promotion and protection of its members' interests at European level. Currently, Equinet has 48 members in 38 countries including all the EU countries as well as some non-EU members. The main objective of this network is to strengthen the position and reputation of Equality Bodies to achieve equality for all and to create knowledge that tackles discrimination, particularly on the grounds of age, racial or ethnic origin, gender, sexual orientation, religion or belief, disability and the intersection of these social backgrounds.

National Equality Bodies are independent public institutions promoting equality and combating discrimination in their countries. EU legislation in 2000 (through the Race Equality Directive) introduced a requirement to designate bodies for the promotion of equality. As a result, today National Equality Bodies work in most European countries, going well beyond EU Member States.

Standards for Equality Bodies

EU Equal Treatment Directives remained limited to providing for the establishment of Equality Bodies and vesting them with a minimum set of functions. In December 2022, to fulfill their potential and maximise their impact, the European Commission proposed legislation for binding standards on the mandate, independence, resources, tasks and powers of Equality Bodies to (1) engage in the prevention of discrimination and awareness raising activities, and (2) deal with cases of discrimination/assist victims.

The Directives on Standards for Equality Bodies are expected to be adopted in May 2024. These standards will allow Equality Bodies to play their role as the cornerstones of national equality

infrastructures even more effectively, in close cooperation with other important actors, such as NHRIs, Ombud institutions, civil society organisations, trade unions and other public bodies such as education and labor inspectorates. Once the Directives are adopted, Member States will have a 2-year transposition phase, in which National Equality Bodies will have an important role to play, similarly to the implementation stage thereafter, applying the new legislation in practice.

The project

For this purpose, Equinet is in the process of securing funding from its German member, the Federal Anti-Discrimination Agency (FADA), with additional support from the Belgian Interfederal Center for Equal Opportunities (UNIA), to implement a project aiming to assist NEBs in ensuring a successful transposition of the Standards Directives to the national level.

This comes following the implementation of a one-year project on “Meeting the challenges of common Standards for European Equality Bodies - Mitigating the discriminatory potential of Artificial Intelligence”. This initiative, also funded by the German Federal Anti-Discrimination Agency (FADA), aimed at contributing to reaching an effective legislation on Standards for Equality Bodies in all EU countries, thanks to a strong involvement of Equality Bodies and the recognition among all stakeholders of the importance of common Standards for efficient Equality Bodies.

This new initiative will complement this initial project by rolling out activities such as the:

- Development of a comprehensive analysis and guidance on the directives as well as the elaboration of a shorter guide for CSOs and allies;
- Instauration of a Leadership Platform for Heads of Equality Bodies to exchange, learn and collaborate for a strong and common ambition to shape the transposition of the directives at the national level
- Organisation of a high-level roundtable to celebrate the historic adoption of the Common Standards directives

2 - Description of Responsibilities

The Membership officer will work closely to existing Policy and Communication & Membership teams, as well as with a Project Officer, to be hired for this project within the same timeframe. In this context, the Membership Officer will be carrying out the following tasks:

Membership Management

With the support of the Communication and Membership team within the secretariat:

- Coordinate the development of a pilot leadership program and workshop for senior leadership in member institutions;
- Assist in the implementation of new customer relationship management system and database, including liaising with technical consultants on development steps and with members on adoption phase.

Event Planning

- In partnership with the Project Officer, plan and implement 2 events (leadership workshop in September and roundtable/networking event in October), including:
 - Preparation of concept note and program;
 - With the assistance of Legal and Policy team, identifying and liaising with speakers;
 - Coordinating all logistical aspects of events, including travel, accommodation, venue, and catering;
 - Coordinating the preparation and dissemination of follow up materials.

Communication

In liaison with the Equinet Communication Department:

- Create communication material to disseminate information about the project and its activities to interested stakeholders;
- Liaise with members to ensure dissemination of and participation in all related activities.
 - Prepare contributions about the event for the Equinet website and newsletter;
- Update the Equinet website with developments and outcomes;
- Coordinate the preparation of the narrative report summarizing the outcomes of the event

3- Qualifications & competencies

Essential

- Relevant university degree or equivalent experience
- At least 3 years of demonstrated membership/project management skills
- Experience working with European membership-based organisations
- Experience with membership or customer relationship management systems
- Experience organising trainings and high-level events
- Familiarity with pedagogical approaches to capacity-building
- Strong communication skills to facilitate the engagement with the funder, members and other stakeholders

- 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 a European/international and multicultural environment
- Excellent written and spoken English

Desirable

- Familiarity with the issues tackled by the project;
- Familiarity with data collection and analysis;
- Good command of German language, a further asset.

3 – The offer

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 May/June 2024 and January 2025 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;

4 - Evaluation of Applicants

Applicants will be evaluated based on a cumulative evaluation taking into consideration the combination of the applicants' qualifications and their performance in a written assignment as well as in the interview. Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Equinet is committed to providing an inclusive and accessible recruitment process for all. If you would like to receive any information in a different way, please get in touch with yannick.godin@equineteurope.org