

## Legal and Policy Junior Officer

Equinet, the European Network of Equality Bodies, brings together national 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 Junior Officer. The successful candidate will be in charge of the Age and Disability portfolios and perform support tasks for the Legal and Policy team. The Legal and Policy Junior Officer will work closely with the Legal and Policy team, under the supervision of a Senior Legal and Policy Officer.

This is a full-time (38 hours/week) contract to be performed remotely and at the Equinet Secretariat, located in Brussels, Belgium (at least two days a week). Equinet offers a Belgian employment contract and secondary employment benefits (meal vouchers and contribution to travel between home and workplace).

*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](http://www.equineteurope.org)

### Description of Responsibilities

#### Legal and Policy Responsibilities

- Lead on the Age and Disability portfolios, including coordination of meetings and events linked to related structures (e.g., Age and Disability Clusters).
- Regularly monitor developments within their portfolio in equality, non-discrimination, and wider human rights law and policies at the international, European, and national levels, including relevant case law.
- Assist in the understanding, implementation, and monitoring of European Standards for Equality Bodies at the EU and Member State levels.
- Contribute to the drafting and editing of Equinet publications, internal briefing notes, policy briefings, submissions to EU consultations, and other outputs related to their portfolio.
- Prepare presentations and support content preparation for meetings involving the Equinet Board, Secretariat, and external stakeholders.
- Help create content for Equinet's Equality Blog by editing, liaising with external authors, and potentially drafting posts.

- Represent and occasionally speak on behalf of Equinet at external events, including members' events, as agreed with the supervisor.
- Provide input and support on Equinet reports and other projects based on research and data collection.

### Project and Event Management

- Support the planning, coordination, and delivery of events, including awareness-raising events for external partners and capacity-building events for members.
- Assist in the registration, development and logistical organization of events, in collaboration with the Administration and Finance Department and the responsible Legal and Policy team member.
- Contribute to the development and implementation of project management systems for the Legal and Policy team.
- Draft event summaries, take minutes, and assist with producing evaluation reports.
- Provide horizontal support to the Legal and Policy team in planning and delivering various tasks and projects.
- Support in creating and managing documentation for events, publications, and internal processes.
- Support the Finance and Operations department in Monitoring and Evaluation activities

### General Support

Perform other tasks relevant to the position as directed and agreed upon with the supervisor and Head of Legal and Policy.

## Qualifications & competencies

### Essential Qualifications

- **Educational Background:**
  - Relevant university degree for policy and legal work in the field of equality.
- **Experience:**
  - At least 1 year of demonstrated experience in a similar or clearly related post (including internships).
  - Knowledge and experience in equality and non-discrimination issues at international, EU, and/or national levels (knowledge of National Equality Bodies is a plus).
  - Experience and interest in the thematic areas to be covered: Age and Disability related discrimination.
  - Experience working with membership-based organizations.
  - Proven experience in organizing trainings and high-level events.

- **Skills and Competencies:**
  - Strong interpersonal skills and ability to build relationships in a European/international and multicultural environment.
  - Proven organizational and project management skills, with an eye for detail and a sense of initiative.
  - Excellent written and spoken English.
  - Proven drafting and communication skills.
  - Resourceful, proactive, and solution-oriented, with demonstrated adaptability and creativity in handling multiple priorities and deadlines.
  - Strong communication skills to engage effectively with members, partners, and stakeholders.
  - Self-motivated, with a personal commitment to equality, non-discrimination, equal opportunities, and human rights.
  - Ability to navigate complex situations and proactively seek solutions to support the team's objectives and deliverables.

### Desirable Qualifications

- Familiarity with Equality Bodies and Equinet's mission.
- Sound understanding of pan-European membership organizations.
- Experience in organizing events and initiatives tailored to the needs of members.

### The offer

This is a **full-time (5 days a week) position within the Brussels-based Equinet Secretariat**. Equinet offers a Belgian employment contract with the following package:

- Competitive monthly salary commensurate to the vacancy announced;
- 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;
- Medical and dental insurance

### Application

If you fit the application criteria, we welcome your application and invite you to **please fill out the online application form and submit it, together with your latest CV (both in English), by 4 February at 23:59 CET. Please note that incomplete or non-compliant candidacies will automatically be disregarded.**

Candidates will be shortlisted for an online interview based on the relevance of their background for this position, their expressed motivation for the tasks and responsibilities at hand, and their earliest availability.

**Please note that only shortlisted candidates will be contacted for an interview, which will take place mid-end February. Contemplated starting date: mid-March to be agreed upon with the right candidate.**

### Evaluation of Applicants

Applicants will be evaluated by a panel composed of representatives of the Equinet Secretariat and [potentially a representative from a member Equality Body. The evaluation will be based on a cumulative evaluation taking into consideration the combination of the applicants' qualifications and performance in the interview.

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](mailto:yannick.godin@equineteurope.org)