

Call for Advocacy Officer

ROLE DESCRIPTION

The Advocacy Officer supports the implementation of the organisation's advocacy activities in particular related to Ecology. The candidate contributes to the successful research, monitoring and analysing policy developments, advocacy and support of JESC and European Jesuit social networks.

The Officer should have excellent interpersonal communication skills and be self-motivated with the ability to plan and act in coordination with the JESC Director and her/his JESC Ecology colleagues. Close collaboration with other members of JESC European Affairs, Social Justice and Leadership teams is also expected.

DEPARTMENT: Ecology

REPORTING TO: JESC Director

DATE: March 2023

LOCATION: Brussels, 1050 Ixelles

CONTRACT: CDD

REIMBURSEMENT: € 2350-2600 Gross

The gross salary will depend on the profile and experience. Further benefits to be discussed during the final interview. Only candidates with a right to work in EEA countries will be considered.

All candidates will be contacted, for communication of admission/non-admission to the next phase of the recruitment process and to thank them for their interest.

ABOUT JESC

JESUIT EUROPEAN SOCIAL CENTRE is a faith-based organisation that focuses its work on four main priorities: European Affairs, Ecology, Social Justice and Leadership. More on www.jesc.eu.

TASKS AND RESPONSIBILITIES

1. Ecology Advocacy work (70%)

- Keep up-to-date with Ecology key issues, including monitoring relevant official and civil society activities in policy areas identified as priorities, and participate in the design of the overall JESC Ecology strategy.
- Produce briefings, articles, updates and summaries based on relevant issues to be published on JESC newsletter and other social media.

- Support the Communications Officer in media outreach to support JESC advocacy strategy and in generating social media and website content.
 - Participate in advocacy meetings, including with politicians, officials and parliamentarians and present JESC's work at conferences and seminars.
 - Help organise, facilitate and attend meetings, conferences, teleconferences and other processes with JESC members and allies to agreed common strategies and initiatives
- 2. JESC and European Jesuit networks (20%):**
- Participate in JESC and European Jesuit network meetings and projects related to Ecology and Social Justice.
 - Contribute and collaborate in the Advocacy work of these networks, already existing or to be created.
- 3. Others (10%):**
- Support fundraising activities, including by drafting relevant sections of reports and proposal
 - Support the JESC team as necessary, including occasionally taking on tasks and responsibilities outside this job description to meet team or organisational needs.
 - Contribute, as part of JESC team, to building team spirit by supporting colleagues and assisting with the day to day running of the office.

WE ARE LOOKING FOR

- The ability to develop consensus policy positions and write high-quality policy papers;
- The ability to gather and interpret correct information about JESC related topics, Ecology in particular;
- The ability to use initiative, prioritise, multi-task, and work well under pressure to meet deadlines.

REQUIREMENTS AND/OR ESSENTIAL QUALIFICATIONS

- Education: Masters in International Relations, EU studies, Environmental Sustainability or similar
- 3+ years of experience in a similar role
- Languages: English C1 (Written and spoken) and French B2. Additional languages desirable
- Competencies: Excellent analytical skills; Strong attention to detail; Active listener, Solutions oriented; Strong interpersonal skills; High level of motivation; Organisational and time management skills; Ability to work proactively and to meet deadlines.
- Familiarity with the Laudato Si' document, Integral Ecology work, and Jesuit spirituality is also a desirable asset.

APPLICATION

Please send an email with the subject *Advocacy Officer* to apply@jesc.eu, before **February 10th** attaching:

Motivation Letter, explaining your competency for this position (about 500 words), previous publications and your *Curriculum Vitae*.

