

**JOB DESCRIPTION**

<b>Job Title:</b>	EU Policy and Advocacy Assistant
<b>Location:</b>	Brussels, Belgium
<b>Reporting to:</b>	Head of Saferworld Europe
<b>Salary:</b>	€25,000 gross per annum
<b>Contract terms and hours:</b>	<p><b>Probation:</b> There will be a probationary period of three months.</p> <p><b>Benefits:</b> pension plan, life insurance, lunch vouchers</p> <p><b>Holidays:</b> 28 days of holidays per calendar year</p> <p><b>Hours:</b> 37.5 hour per week (with a need for some flexibility)</p>

**Background:**

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, supported by wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organization operational in 10 countries across Africa, Asia and the Middle East and policy and advocacy centers in London, Brussels and Washington, D.C.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Saferworld is an equal opportunities employer and we are committed to creating an inclusive environment for all employees. We celebrate difference and applications are actively encouraged from individuals from diverse backgrounds.

Under our 2021-2031 Strategic Plan of working in solidarity for a safer world, we:

- Work for conflict transformation and political transitions rooted in equality and justice, and built on inclusive institutions and processes
- Drive momentum to put people at the heart of ‘security’ everywhere
- Challenge and transform the gender norms that drive violent conflict and gender-based violence, and support the leadership of women and girls in peacebuilding
- Contribute to redesigning the way international institutions and systems engage in conflict-affected places and work with peacebuilders and decision-makers to create humanitarian, peace and development systems that prevent and transform violent conflict
- Provide conflict and peacebuilding expertise to support urgent solutions to the combined threats of the climate crisis, conflict and environmental degradation

The EU Policy and Advocacy Assistant contributes to the work of Saferworld Europe in delivering our engagement with relevant government, inter-governmental and non-governmental institutions in Europe interlinking with teams in US, UK, Beijing as well as staff and partners in conflict affected countries.

Strategies include targeted advocacy towards opinion-shapers and decision-makers, development of research programmes relating to key policy areas, communicating through publications and social media, organising dialogue events and advising government officials, policy specialists, practitioners, businesses and civil society organisations.

### Job purpose:

- Inform and influence EU institutions and key member states' policies and practices on international security, peace and conflict issues.
- Ensure the knowledge and expertise of Saferworld's country and thematic teams are fed into EU and Member State policies and decision-making.
- Help implement SWE strategies on key peacebuilding issues, including peacebuilding responses to crises and threats (counter-terror, train and equip, stabilisation, migration, securitisation), gender equality and transformation, conflict sensitivity, community security and justice, and arms control.

### Roles and responsibilities:

- Assist the SWE team in informing and **influencing EU and Member State policies and practices on international security, peace and conflict issues** to promote sustained peace, conflict prevention and conflict and gender sensitivity. This includes advocating for improvements on current approaches to military intervention, counter-terrorism, countering violent extremism, security assistance and migration control.
- Help the SWE team and Saferworld colleagues to **implement and update SWE's strategy** on peacebuilding issues, and develop and implement plans on other priority issues, including peacebuilding responses and global conflict policy processes
- **Monitor EU policy developments and provide analysis of the policy environment in the EU and key EU member states**, and of EU policies and practices related to peacebuilding, conflict prevention, gender and PBR, and feed relevant reflections into SW strategies and advocacy/communication/research/fundraising products and outputs when needed to ensure they accurately reflect/target the policy environment of EU and key EU Member States.
- Contribute to **research** in line with EU office priorities and disseminate findings.
- **Support the development of strategic partnerships** with NGOs, European officials, coalitions, think tanks including supporting colleagues across Saferworld to engage and collaborate effectively with the above
- **Work with Saferworld's country and regional programmes and civil society partners** to ensure that they can influence the policies and narratives of EU institutions and member states.
- Provide support to **thematic teams** of Saferworld, working with the gender and arms teams to support their EU advocacy, and contributing to the CAU team's work on conflict sensitivity and aid policy
- **Work to implement the communications strategy** and raising the profile of SWE and Saferworld. This includes liaising with journalists, jointly writing op-eds and articles, and supporting the Communications team with EU-related social media content.
- **Represent Saferworld** in events, presentations, meetings and consultations, and provide input for the media and decision-makers as appropriate.
- **Support fundraising** by helping to approach funders and draft funding applications and reports for donors as appropriate.
- **Contribute to organisational learning, monitoring and evaluation process:** including monitoring and reflecting on outcomes achieved by SWE via our outcome harvesting, reflection and reporting processes.
- **Support the smooth running of SWE's Brussels office** by supporting office management and administrative tasks when necessary, as well as ensuring the successful organisation of SWE's activities.

### Key working relationships

- SWE team
- Policy, advocacy and communications division
- Regional programmes in Africa, Asia and the Middle East
- Fundraising, programme, support and learning as well as operations teams
- Partner organisations, international institutions, government stakeholders

### Scope and accountability

#### Decision making and limits of authority

- Reports to Head of SWE on issues relating to EU and Member States
- Liaises with the gender team and is focal point for a country team
- Drafts and delivers presentations for external audiences, subject to supervisor and colleague input and approval as appropriate
- Drafts organisational literature and communication outputs for internal and external audiences, subject to review and approval
- Advises and updates other teams on EU/ European issues

#### Financial resources

- Contributes to raising funds for Saferworld Europe and support other teams' applications for EU/ European funding.

<b>Other resources</b>	<ul style="list-style-type: none"> <li>• Technical responsibility/editorial responsibility for website</li> <li>• Shared responsibility for information database, quality and accuracy of data</li> </ul>
<b>People management</b>	N/A
<b>Legal, regulatory and compliance responsibility</b>	N/A

### Person specification

#### Knowledge, qualifications and experience

- A solid understanding of the EU and key member states' institutions, instruments and foreign and security policy, international discourse on conflict, security and development, and an understanding of the debates on some of the following issues: peace, counter-terrorism, stabilisation, security, migration, governance, statebuilding and arms control.
- A degree in EU studies, international relations, political or social science, development, conflict/peace studies or similar discipline. A Masters' degree would be an advantage.
- Experience in a public policy research, advocacy or development position or/and experience working on peace, relief or development in a fragile context, or experience in an EU institution

#### Skills and abilities

- Rigorous analytical skills and proven ability to write policy papers, briefings and articles for variety of audiences
- Excellent written and oral communication skills. Excellent written and spoken English and fluency in French. Fluency in another European language, such as German, would be an advantage.
- Good interpersonal skills and proven ability to work as an effective team-player and to collaborate with other NGOs
- Initiative and a high degree of self-motivation

#### Personal qualities

- A commitment to working in a non-partisan manner and to increasing constructive public debate while maintaining sound political judgement in the implementation of all work
- A positive problem-solving approach
- Ability to work with a team-spirit
- Creativity, flexibility, self-motivation and the ability to prioritise workloads to meet deadlines and cope with pressure
- Able to deliver high quality work in an effective manner with an eye for detail
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

#### Other requirements

- Willingness to travel to the Saferworld office in London and occasionally to European capitals and to Saferworld projects overseas.
- Commitment to and compliance with Saferworld's safeguarding principles

#### Application process

**To apply:** Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to HR Team at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (Ref: EUPAA)

**Deadline for applications: 27 October 2021**

We only accept completed application forms; please do not send your CV.