

Job Description

Advocacy Assistant



JOB TITLE AND LINE MANAGEMENT

Advocacy Assistant – Advocacy Team

Reports to the Head of Advocacy

BACKGROUND INFORMATION

The European Council on Refugees and Exiles (ECRE) is a pan-European alliance of 103 NGOs. ECRE's mission is to protect and advance the rights of refugees, asylum-seekers and other forcibly displaced persons in Europe and in Europe's external policies.

ECRE's advocacy team seeks to influence government policy and practice affecting refugee rights in Europe as well as European external action that impacts refugee rights outside Europe. It targets policy-makers in Brussels and in Member State capitals with tailored analysis and recommendations for change. ECRE focuses on both developing alternatives to the status quo and on countering proposals which do not respect the rights of refugees. ECRE promotes the inclusion of refugee advocates and refugee-led organisations in all of its advocacy through their direct participation in workshops and events, as partners in ECRE activities, through their contribution to the development of ECRE's policy positions as members of ECRE and as staff members.

DURATION

6 months with the possibility of renewal

LOCATION

Brussels, Belgium (non-negotiable, all ECRE staff positions are based in Brussels)

JOB PURPOSE

To assist ECRE's Advocacy Team in meeting its objectives relates to European external policies, Common European Asylum System, return, inclusion and EU funding. This will include background research, administrative and organisational tasks, support to different advocacy activities and contribution to ECRE's Weekly Bulletin. If suitable and required by ECRE, the advocacy assistant will develop and lead advocacy on an issue covered by the advocacy team.

KEY RESPONSIBILITIES

1. Advocacy activities

- Administrative tasks related to the organisation of advocacy activities including bilateral meetings, public events, production of research reports etc
- Maintaining and updating ECRE contact lists
- Participation and note taking in ECRE internal and external meetings
- If suitable and required, lead on advocacy related to an issue covered by ECRE's advocacy work.

2. Policy research

- Complete background research related to policy areas covered by the advocacy team
- Monitoring EU policy developments related to specific policy areas
- Support drafting of ECRE publications as relevant.

3. *Other*

- Contributing to ECRE's communication activities, including by drafting articles to the Weekly Bulletin
- Assisting the organisation of AIDA ([Asylum Information Database](#)) activities and meetings
- Assisting with the other tasks as agreed with the line manager.

PERSON SPECIFICATION

Education

- Proven knowledge of and interest in international and EU asylum and migration policy

Languages

- Excellent written and spoken English
- Fluency in other languages is desirable, especially Turkish, Kurdish, Arabic, Dari, Pashto, Tigrinya and Somali
- Working knowledge of French is an asset

Essential Abilities & Personal Qualities

- Ability to work independently and as part of a team
- Efficient organisational and administrative skills
- Excellent writing skills
- Good interpersonal skills

EQUAL OPPORTUNITY STATEMENT

ECRE is committed to diversity in its staffing. It strongly encourages candidates with a refugee background (self-defined) to apply and, all other factors being equal, gives preference to candidates belonging to groups under-represented in staffing.

ECRE aims to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion.

As for all assistant positions at ECRE, the position will be contracted under the Belgian government's "immersion professionnelle" scheme for supporting access to the workplace. It is open to people based in any EU Member State who have the right to work in Belgium thus EU nationals and holders of refugee documents.

Persons with a refugee background are strongly encouraged to apply for all positions at ECRE. It is a strategic priority to include people with a refugee background in all of ECRE's work.

DEADLINE

Applications will be reviewed on a rolling basis. Only successful candidates will be contacted for an interview.