



Job Title: Interim Head of Advocacy – maternity cover, November 2023 to August 2024

Job purpose: to manage ECRE’s advocacy work, which covers developing collective advocacy bringing together ECRE Secretariat and its members; managing ECRE’s advocacy team; and developing and leading advocacy initiatives. The position is available for 10 months as maternity cover.

ECRE is an alliance of 117 NGOs in 40 European countries which works to defend and promote the rights of refugees, asylum-seekers and displaced persons in Europe and internationally.

Start date: 1 November 2023

Line management: Reports to ECRE Director; line manages 4 staff members.

Key Responsibilities

The Head of Advocacy will deliver the following specific tasks:

1. Ensure ECRE meets its advocacy objectives

The Head of Advocacy (HoA) will ensure that ECRE is meeting its advocacy objectives, including overseeing delivery of all commitments to a high standard. This includes the activities set out in the ECRE Strategic Plan 2023 to 2025 and in the annual advocacy plans for 2023 and 2024 (the latter will be developed with the Interim Head of Advocacy).

ECRE currently works on the Common European Asylum System (CEAS), including reform and implementation of EU asylum law, the implementation of the TPD, and the rights of refugee women and girls, EU external affairs, return, EU-Afghanistan relations, inclusion, resettlement and EU funding. The HoA will maintain the strategic approach to ECRE’s advocacy based on meeting change objectives, influencing power-holders, and delivering influencing activities and monitoring results against objectives.

ECRE’s advocacy is collective work, delivered with its membership. The HoA will lead and supports others team members to manage collective advocacy work bringing together ECRE Secretariat and its membership. This includes ensuring that ECRE’s working groups function effectively. ECRE also works with civil society partners in other regions, primarily Africa, which will be managed by the HoA. Finally, one of ECRE’s strategic priorities which is supported by the HoA is the inclusion of people with a refugee background in all ECRE’s work. This includes in recruitment, in participation in events, and in liaison and support to refugee-led organisation (ECRE members and other contacts) and refugee advocates.

2. Lead one area of ECRE’s advocacy work

The HoA will develop and lead advocacy on one area of ECRE’s work. Provisionally, that will be either CEAS, EU external affairs or EU border policies (to be decided based on the expertise of the candidate). This includes developing advocacy initiatives, preparing analysis of EU and related policies and law, provision of recommendations, establishing and maintaining contacts with policy-

makers, and oral and written presentation of ECRE's positions. Topics and initiatives may be added depending on the expertise of and opportunities identified by the HoA and on ECRE's organisational needs.

3. Manage ECRE's advocacy staff

The Head of Advocacy is responsible for line management of staff in the advocacy team (currently five staff members), including recruitment, preparation of job descriptions, performance evaluation, and workplanning. The HoA will support and work with staff to ensure that ECRE's advocacy is strategic (contributes to meeting pre-defined objectives), effective (influences policy and practice), and collective (involves working with ECRE members and other partners). The HoA will decide on priorities and division of responsibilities among the staff.

4. Work with other ECRE teams and Board

ECRE's work is divided into three areas, covering (1) Legal Support/Litigation, (2) Advocacy and (3) Communications. The HoA will liaise with staff working on other areas and ensure that advocacy uses and builds on ECRE's litigation and its legal research and analysis. They will also work closely with communications staff to ensure that advocacy work is reinforced with communication and campaigning work when relevant. The HoA will liaise with the ECRE Board in order to receive their input and views on the future of ECRE's advocacy work.

Person Specification

Education/Qualifications

- University degree or equivalent experience. Additional training in law, politics or related fields is an advantage.

Experience

- Minimum ten years' experience of advocacy work in a non-profit organisation or comparable policy environment, of which at least two years at senior level;
- Strong record of developing and delivering strategies for influencing policymakers;
- Extensive experience of managing staff, including supporting development of objectives, reporting, and work planning; performance evaluation and recruitment;
- Wide experience of drafting and revising advocacy publications, including policy papers and short briefing papers for different audiences;
- Experience of strategy development, objective setting, and delivery of agreed results;
- Experience of collective advocacy work – work experience in a membership organization or network is particularly advantageous.

Subject Knowledge

- Excellent knowledge of refugee protection and the current political context is essential;
- Excellent knowledge of the EU is essential;
- Practical knowledge of related policy areas and how they intersect with refugee rights is important, including wider migration policy, development, security, and trade policies.

Skills

- Excellent drafting and oral presentation skills;
- Ability to work within a complex civil society alliance, including negotiation skills, and the ability to draft and promote compromises;
- Ability to work independently when needed and to lead a team;
- Ability to organise own workload and that of a team and ability to prioritise based on organisational needs;
- Ability to work with limited administrative support and within the staffing and financial constraints faced by NGOs;

- Fundraising and donor reporting skills are an advantage;
- Excellent IT skills.

Languages

- Fluent written and spoken English and fluency in at least one other EU or UN language;
- Knowledge of other languages is an advantage, especially French, German, Arabic, Russian, Nordic languages or Turkish.

Personal Qualities

- Leadership and management ability, including good inter-personal skills and the ability to support and to motivate others;
- Confidence and resilience to criticism;
- Ability to engage in dialogue, to develop and support compromises and to work with those with different views in order to get things done;
- Patience, pragmatism and a constructive problem-solving approach;
- Flexibility and willingness to work outside of office hours when necessary.

Terms and Conditions

Fixed-term contract for 10 months from starting date. Transition to another role at ECRE may be possible at the end of the contract, depending on ECRE's situation and subject to delivery of results specified. Salary range: EUR 4000 brut, plus insurance, transport and meal allowances. ECRE is committed to diversity in its staffing. It strongly encourages candidates with a refugee background to apply and, other factors being equal, gives preference to candidates under-represented among ECRE staff.

Please send a copy of your CV (maximum two pages) and a cover letter explaining why you are qualified for the position and the date you are available to start work to Catherine Woollard at cwoollard@ecre.org

Deadline: 13 September. Interviews week of 25 September. Start date: 1 November.