



Caritas Europa, a.i.s.b.l.
Rue De Pascale, 4
1040 Brussels - Belgium
Tel: +32 (0)2 280 02 80
Fax: +32 (0)2 230 16 58
Email: secretary-general@caritas-europa.org
Website: <http://www.caritas-europa.org>

Caritas Europa (CE) is the network of 49 organisations from 47 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 163 Catholic relief, development and social service organisations. Our vision is of a civilization of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to analyse and fight poverty and social exclusion; and to promote true integral human development, social justice and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with, people in need in order to transform society into a more just and inclusive civilisation. Caritas Europa recognises the need for mutual learning and innovation in all we do.

With a view to further develop its advocacy work Caritas Europa is seeking to recruit a (m/f):

Policy and Advocacy Officer (Social Action)
(full time, permanent contract)

Starting February 2012

Objectives:

We are looking for a **policy and advocacy officer** who

- contributes to the overarching values, priorities and goals of Caritas in Europe
- monitors analyses European policy developments and their impact on poverty in Europe,
- prepares briefings for member organisations (MOs),
- advocates for European action in the fight against poverty and consults with experts in the network,
- facilitates inter Caritas Europa Working Groups,
- contributes to the Caritas Europa training events and
- contributes to the Caritas Europa Newsletter

Tasks:

Policy development:

- Monitor EU policy developments in the area of target group oriented poverty reduction, in particular child poverty, care, domestic workers, mental health, volunteering, active ageing, et al.
- Inform and brief the member organisations of European policy developments
- Participate in the creation and implementation of the annual work plans
- Prepare well-informed advocacy on poverty issues, also by collecting input from member organisations

Advocacy:

- Represent or ensure representation of Caritas Europa at relevant events and meetings
- Carry out efficient internal and external communication on social policy issues: Draft press releases, website and extranet updates, and Caritas Europa campaigning, in cooperation with the Communication Unit

Public campaigning:

- Contribute to the concept, elaboration and implementation of Europe-wide public Caritas Europa campaigns

Capacity building:

- Prepare and participate in capacity-building events for MOs in the field of advocacy

The main work will be developed in Brussels, but travels to other countries will be part of the work. The Advocacy Officer, part of the Advocacy Unit, reports to the Head of Unit.



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Profile:

- University Degree (bachelor or higher)
- Postgraduate degree in the field of EU studies or similar is an asset
- At least 3 years of relevant working experience, part of which in a social NGO or EU environment.
- Working experience related to and good understanding of the EU Institutions, decision-making, social policies, European networks
- Working experience in organising seminars, workshops, conferences and trainings.
- Experience with advocacy at national or EU level in one or more of following areas: child poverty, care, domestic workers, mental health, volunteering, active ageing et al.
- Excellent English speaking and writing skills. Good command of French and/or German, as well as other European languages is an asset.
- Understanding of and commitment to the principles of the Social Teaching of the Catholic Church, in which Caritas' work is firmly rooted.
- Experience in Church organisations is an asset.
- Skills in presentation, facilitation and networking.
- Ability to work in an international team.
- Computer skills and experience in working with Microsoft Office software.

Our offer:

A challenging experience in Brussels with the possibility to influence European policy and the development of the European Caritas network, working in an international team and in an organisation that is one of the key European stakeholders in fighting poverty and social exclusion

Please submit your motivation letter and CV **by 22 January 2012 24:00 Brussels time** to secretary-general@caritas-europa.org mentioning in the subject "CV Advocacy Officer – social action".

We thank in advance all candidates who show their interest in this offer. First interviews shall be held around the first week of February 2012.