



ENAR is recruiting a temporary Policy Advisor

(9-month Maternity cover)

Deadline for applications: 6 July 2022 (midnight Central European Time)

The European Network Against Racism (ENAR aisbl) is the only pan-European anti-racism network that combines advocacy for racial equality and facilitating cooperation among civil society anti-racism actors in Europe. Our mission is to achieve full equality, solidarity and well-being for all in Europe. We want to allow all members of society, whatever their skin colour, ethnicity, sex, gender, religion, disability, age or sexual orientation, to participate and be included in society. We specifically work to combat racism and discrimination based on colour, ethnicity, national origin, nationality, religion, culture, language or legal status. We envision a vibrant and inclusive society and economy that embrace equality and diversity and the benefits of a racism-free Europe. Our staff is based in our Secretariat in Brussels and our member organisations are based all over Europe.

To support our work to achieve positive systemic change to build an inclusive Europe, we are looking to recruit a passionate and talented policy advisor capable of spearheading on behalf of our members crucial policy advocacy, monitoring, and research they require. This post offers a unique opportunity to be a leading force for change and phone in your skills as an advocate and champion of the anti-racist movement.

Job Title	Policy Advisor
Base Salary	Approx. €3000 gross per month
Reports to	Director Policy, Advocacy and Network Development
Responsible for	Volunteers and interns as appropriate
Working hours	Full time
Where based	Brussels
Length of contract	September 2022-May 2023

The Policy Advisor implements the advocacy strategy, as developed within ENAR's annual work plan and in line with ENAR's strategic plan, as outlined by the senior **leadership team** and in close cooperation with ENAR team:

Primary responsibilities, by priority order:

- Monitor EU policy developments and carry out advocacy work around the implementation of the EU Anti-racism action plan and related dossiers;
- Coordinate advocacy work around the implementation and monitoring of National Action Plans against Racism, working with members at a national and grassroots level, with a focus on specific countries if relevant;
- Support coordination and development of the informal CSO coalition on the implementation of the EU Anti-racism action plan against racism;
- Develop and coordinate an advocacy campaign for the adoption of the EC proposal on binding minimum standards for equality bodies;

- Coordinate activities related to ENAR members' working groups on National Action Plans against Racism and counter-terrorism policies;
- Liaise with civil society coalitions on fundamental rights, civic space and the rule of law to monitor developments and, as appropriate, carry out relevant advocacy work;
- Draft preliminary policy positions, policy papers and support the development and coordination of advocacy initiatives;
- In close collaboration with the Press and Communications Advisors, draft relevant communication materials in support of overall organisational communications objectives and campaigns
- In close collaboration with the Co-Directors, liaise with policy makers and politicians as well as any other relevant counterparts, when and where required;
- Support draft grant applications and final reporting;
- Work closely with the ENAR team to ensure consistency in the advocacy, communication, logistics and campaigning work.

General responsibilities

- Work flexibly as a member of the Team and the organisation and undertake other reasonable duties and responsibilities at the request of the Co-Directors and other colleagues;
- Contribute to the smooth running of the organisation, working with other ENAR staff to meet the organisation's overall objectives, including strategic and operational planning, participation in periodic performance and training reviews, and contribute to organisational development where relevant;
- Attend and assist with relevant event as appropriate;
- Proactively share relevant information and expertise within the organisation.

Requirements

Education, knowledge and experience

- Educated at university level or equivalent degree or experience
- Minimum 3 years of proven track record in policy analysis and/or lobbying work at national or international level
- Prior experience working at EU level a distinctive advantage
- Very good understanding of EU legal instruments, policies and EU institutions
- Good knowledge of intersectionality anti-racism, human rights, discrimination and/or related issues.
- Extensive knowledge or at least 3 years' work experience in an NGO or similar organisation at an EU or national level a distinctive advantage
- Experience of working in a multicultural team and an international environment

Abilities and skills

- Outstanding awareness and knowledge of political dynamics and structures
- Excellent analytical skills
- Excellent drafting skills
- Good communication and presentation skills (ability to address a wide range of audiences)
- Fluency in English (speaking and writing)
- Sound organisational skills and ability to prioritise work and to meet deadlines
- Good team player, sound judgment
- Ability and willingness to travel as required

Reporting duties

The Policy Advisor reports to the **Director**, Policy, Advocacy, and Network Development.

Line management:

No line-management duties beyond guiding their own Intern, if applicable.

Application requirements

A complete application contains:

1. An application form part 1 and part 2

Please note that the home page (part 1) of this application form is not shared with the selection committee until the interview. Please make sure that your application (part 2) is **anonymous**. Do not put your name on this form.

2. The equal opportunities form. Although we would welcome receipt of this form, it is not mandatory. Please do not put your name on this form.

CVs or any European application forms **won't be accepted**. **You are required to use ENAR application form**. See www.enar-eu.org. All information given in the application, including the Equal Opportunities monitoring form, will be treated in a confidential manner.

All applications should be submitted via e-mail to JobApplication@enar-eu.org by **6 July 2022 (midnight Central European Time)**. Candidates should ideally be available for interviews conducted the first week of August (from 1st to 5th August). Please put '*Application Policy Advisor + your full name*' in the subject line of the email message. The recruitment process will include an interview and a written test. The selected candidate should preferably start by beginning September.

ENAR aisbl strives for a diverse staff and ensures that opportunities offered are accessible to all regardless of gender, age, race or ethnicity, religion or belief, disability, sexual orientation and gender identity. ENAR encourages members of groups which are affected by racism and related discrimination to apply for this post.