



PEACE PROGRAMME ASSISTANT

For more than 350 years Quaker organisations have opposed militarism and promoted nonviolence, seeking to build a sustainable security shared by all people. Since 1979 the Quaker Council for European Affairs (QCEA) has promoted a global vision of just and peaceful relationships to European institutions. QCEA is deeply rooted in the values and experience of its supporters.

As part of a plan to increase our impact in Brussels, QCEA recently launched a peace programme that intends to influence EU policy through a multi-year advocacy programme. QCEA is now looking to hire a Peace Programme Assistant to support the implementation of the Peace Programme. The Peace Programme Assistant reports to the Peace Programme Lead and is a member of the small QCEA team based at Quaker House, Brussels. The role involves support to a research project, cooperation with civil society partners and attending and supporting the organization of events.

The successful candidate will have a good understanding of EU policy-making and experience in undertaking thorough research on peace and security issues, drafting a variety of outputs and/or supporting the implementation of advocacy projects. The role will support advocacy towards EU policy-makers to respond nonviolently to challenges, discourage the use of military responses where they are likely to be harmful or ineffective, and build the capacity for peacebuilding. The successful candidate will be expected to support the Peace Programme Lead in research, event organisation, and programme monitoring and evaluation for the implementation of QCEA's peace programme advocacy strategy.

Role Profile

Support to the implementation of the Peace Programme

1. Research and analysis:

- Compile, summarise, and present documents using a variety of sources and appropriate technology/software;
- Maintain an awareness of relevant EU policy discussions and meetings, and share this information within the team;
- Draft content for peace programme research projects, including project summaries and project activity reports;
- Draft other written material for a range of audiences including in collaboration with the Communications Coordinator;
- Update internal research and contacts databases; maintain files/records;
- Monitor and evaluate programme activities to assess impact.

2. Event organisation and QCEA network building:

- Support the organisation of events and meetings of the peace programme: draft invitations, track responses and draft participants lists, coordinate the administrative and logistical aspects of the meeting, take minutes and draft meeting notes, track participation level (...);
- Help maintain relations with relevant international, European and local civil society to advance programme objectives, as well as with relevant colleagues in other Quaker agencies, contributing an EU perspective to their work;
- Support colleagues to ensure that QCEA is visible and accessible to supporters and donors;
- Represent QCEA at meetings with supporters.

3. Team work and other activities:

- Support the organisation of other QCEA events as required, such as conferences and study tours;
- Contribute to team meetings, team-building and positive professional relationships, including by creating a welcoming atmosphere in Quaker House;
- Perform any other duties as assigned.

Candidate Profile

1. Education and work experience

Essential

- Relevant degree or equivalent research experience;
- At least 1-2 year(s) working in an international policy environment, preferably in the EU context;
- Substantial experience in developing research outputs, working with policy-makers and producing written content for use in advocacy plans.

Desirable

- Postgraduate degree in relevant subject (e.g. European studies, peace and conflict studies, sociology, political sciences, or international politics);
- Experience working with civil society and/or faith-based organisations.

2. Knowledge and skills

Essential

- Good understanding of EU policy-making processes;
- Good knowledge of EU institutions relating to peace and security;
- Excellent communication, including good interpersonal skills and presentation skills;
- Solid writing skills;
- Good attention to detail;
- Fluency in English.

Desirable

- An understanding of the opportunities to promote nonviolent policy responses to security challenges within the EU context;
- Knowledge of French, German or Dutch;
- Additional language skills.

3. Personal qualities

Essential

- Excellent collaborative skills and ability to establish effective working relationships with the team and with partners;
- Committed to respecting equality and diversity, and willing to facilitate the work of people from different cultural and political backgrounds;
- Able to embrace change and take a problem-solving approach to challenging situations;
- Efficient, well-organised, able to multi-task and work autonomously on a given project;
- Committed to integrity, honesty and transparency.
- Ability to respect the confidentiality of any 'quiet diplomacy' or reconciliation processes that may take place in Quaker House;
- Ability to work within the values of the organisation, including environmental sustainability, and within the financial constraints of an NGO.

Location:

Quaker House, Square Ambiorix, Brussels.

Terms and salary:

This is an exciting opportunity to join the QCEA team for 1 year, with the possible extension for one further year.

The monthly salary will be 1525 euro gross in year 1, rising to 1675 euro gross in year 2. QCEA offers additional net benefits including holiday pay and meal vouchers.

We are able to offer some flexibility in working hours.

We anticipate a start date for this position at the beginning of March 2017.

Making an Application

To apply: please send a complete application form along with a one page written sample to recruitment@qcea.org by 18:00 CET on Sunday 22 January 2017. Incomplete applications will not be considered. CVs and additional documents will not be considered.

We are committed to replying to all candidates who have taken the time to complete an application form. QCEA values the intrinsic equality of all people and celebrates diversity.

A first round of interviews are expected to take place on 30-31 January 2017.

For more information about the Quaker Council for European Affairs, please visit www.QCEA.org