



Quaker Council for European Affairs Employment Opportunities

The Quaker Council for European Affairs seeks to be an Equal Opportunity Employer

Role Profile and Person Specification QCEA Programme Assistant

About QCEA:

Since 1979 QCEA has worked in Brussels to promote Quaker values of peace and equality in Europe. We advocate non-violent approaches to conflict resolution, promote policies that respect the intrinsic equality of all people everywhere, and try to ensure that European policy sustains the planet's resources and the lives of all those who share them. QCEA works specifically with the institutions of the European Union and Council of Europe.

About the opportunity:

We are looking for two Programme Assistants to join our small and busy team. The successful candidates will specialise in our Peace, Economic Justice, or Sustainability programmes. This is a challenging role for a self-motivated person. It involves research, analysis, and advocacy through the publication of briefing papers as well as content for our newsletter and blog. Each Programme Assistant is also responsible for a share of administrative and other tasks. QCEA Programme Assistants live and work from Quaker House, located near many of the European Institutions, and also support the lettings and the general organisation of the House. Through your one-year contribution to the wide range of activities undertaken at QCEA, you gain valuable experience of working in European politics and managing the competing demands of a heavy workload.

This is an ideal role for someone who wants to develop a career in European Affairs, politics, advocacy, or research, or specifically in promoting peace, economic justice or sustainability. Programme Assistants are given support to do their jobs but are expected to use their own initiative, drive and enthusiasm to make a difference.

Your main tasks are likely to include:

- Desk-based research and analysis of policy developments at the EU or Council of Europe relating to your programme area;
- Developing content for our print newsletter, blog, and other publications;
- Drafting creative social media content to support our advocacy messages;
- Attending occasional events at the institutions and/or meetings with other NGOs;
- Supporting other colleagues through proof-reading, research, and discussions on European policy and advocacy options;
- Contributing to team meetings and the organisation of our shared workload;
- Updating the QCEA website;
- Answering telephone enquires;
- Taking bookings for the hire of rooms and welcoming guests;
- Preparing our conference rooms for events, including tidying and moving furniture;
- Supporting QCEA meetings by preparing refreshments, and assisting with catering on a small number of occasions during the year;
- Assisting in the layout and production of online and print publications, including use of Scribus;
- Conducting oral presentations about your specific work;
- Supporting other special events such as QCEA Conferences or the QCEA Study Tour;
- Attendance at QCEA Council meetings at weekends twice a year, and other QCEA Committee Meetings, from time to time;
- Maintaining electronic records, including using spreadsheets;
- Other administrative tasks, such as scanning and faxing.



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This is not an exhaustive list, and the role may require other similar tasks. The exact focus of work is agreed in regular meetings with the Representative/Head of Office throughout the year and is based on the programme which is agreed by the QCEA Council. In addition to the above, one of the Programme Assistant roles may be asked to take specific responsibility as Secretary of the European and Middle East Young Friends, and another may take on the technical aspects of maintaining the website and other social media.

Practicalities of Employment

Length of contract: 12 months. Start date to be negotiated but expected to be September or October 2014. These contracts cannot be extended.

Pay: € 750 net (approx) per month (current rate: salaries are linked to national Belgian index).

Accommodation: Three-bedroom flat in Quaker House shared with the other Programme Assistant(s); a small monthly rent of € 50 is payable which covers costs of heat, electricity, water, laundry facilities, phone (excluding personal calls), and internet.

Holidays: Belgian public holidays, plus 20 days during the year (to be taken in agreement with the Representative and other office staff).

Working hours: 9am - 6pm Monday to Thursday; 9am - 4pm Friday (38 hours per week), with an hour break at lunchtime. There is regularly a need for short periods of evening work (including closing up the house after use by external groups) and occasionally at weekends. Overtime is not paid but weeks of extra time worked is compensated with time of in lieu (agreed in advance with the Representative).

Travel: QCEA pays for travel to Brussels at the beginning of the contract and travel home at the end of the contract year. Details will be discussed at the time that a contract is offered.

The role involves some travel for business purposes including some attendance at Quaker meetings or conferences, which may include giving presentations. The cost of agreed QCEA work travel is reimbursed by QCEA.

QCEA is committed to sustainability so use of ground transportation, and in general, attention to use of natural resources, are encouraged.

A challenging role

A survey of nearly all the people who worked at QCEA as Programme Assistants during the last 30 years discovered that a common conclusion was that it was an extremely challenging role but one that was beneficial to both personal and professional development. There will be problems and unexpected challenges along the way, but Programme Assistants are supported throughout the year and into their next challenge.



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List of criteria for appointment to the post of Programme Assistant (Peace, Economic Justice, or Sustainability)

ESSENTIAL experience and skills

- Excellent team player who takes initiative and responsibility and has a 'can do' attitude'
- Active interest in peace, economic justice, or sustainability
- The enthusiasm to undertake detailed work, but also an ability to see the 'bigger picture'
- Ability to write at a standard required for professional publications and to revise written work based on feedback
- University degree or equivalent experience. (Applicants who have completed at least 2 years of their university education and want to undertake this role as a sandwich year, (especially those who are studying directly for a Masters Degree as a first degree) will also be considered.)
- Able to respond positively to feedback and direction from the Head of Office and other staff as appropriate
- Good interpersonal skills, an affirming sense of humour, and the ability to live with colleagues above the office in a shared flat in Quaker House
- An ability to analyse and synthesise, and to produce considered and original written work
- Competent at word processing, e-mail, and research skills on the internet;
- Excellent speaking and writing skills in English
- Confidence in speaking at meetings and representing a QCEA perspective in such meetings (after initial induction)
- Ability and willingness to share organisational duties in Quaker House including preparing for and welcoming overnight guests and meetings/conferences. This may involve some evening and weekend hours, logistical support and catering
- Willingness to travel (by train where possible)
- Sympathy with Quaker values and appreciation for the work of the Quaker Council for European Affairs.

DESIRABLE experience and skills

- Practising member or attender of the Religious Society of Friends
- Excellent political awareness; experience of working or volunteering in advocacy, politics or other relevant area
- Knowledge of the EU or Council of Europe institutions
- Previous research on a topic related to a QCEA programme
- Experience working in an office environment
- Knowledge of spreadsheets and databases
- Skills at using desktop publishing software or web-based software, such as Wordpress
- Experience with using social media on behalf of a professional organisation
- Experience of living in a different culture
- Competence in other modern European languages, especially French.

Please ensure that you give us all the information necessary to assess your application against these criteria on your application form.