



## **PEACE PROGRAMME ASSISTANT**

For more than 350 years Quaker organisations have promoted nonviolence and peacebuilding seeking to build a sustainable security shared by all people. Since 1979 the Quaker Council for European Affairs (QCEA) has promoted Quaker values of peace, justice and equality to Europe and its institutions.

QCEA's peace programme engages with European policy through a multi-year advocacy programme. QCEA is now looking to recruit 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 research and advocacy projects, cooperation with civil society partners and supporting the organisation of diplomatic work at the Quaker House and other venues in Europe.

The successful candidate will have a good understanding of EU policy-making and experience of 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 discourage the use of military responses where they are likely to be harmful or ineffective, and build the capacity for peacebuilding.

## Role Profile

### Support to the Implementation of the Peace Programme

#### 1. Research and support peace programme lead:

- 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;
- Research peacebuilding;
- 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, this may include specific responsibilities to engage with particular parts of the QCEA network;
- 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, Dutch, Russian or Arabic;
- 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:**

QCEA programme assistantships are one year posts with a possible extension for a second year based on performance and organisational need.

The monthly salary will be between 1,593.81 euro and 1,654.90 euro gross (depending on experience). QCEA offers additional net benefits including meal vouchers.

We are able to offer some flexibility in working hours.

We anticipate a start date for this position in April/May 2019.

**Making an Application**

To apply: please complete an application form and email it to [recruitment@qcea.org](mailto:recruitment@qcea.org) by 11am CET on Friday 22 February 2019. Incomplete applications, 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 mid-March 2019.

For more information about the Quaker Council for European Affairs, please visit [www.QCEA.org](http://www.QCEA.org)