



**Quaker
Council for
European
Affairs**

Senior Programme Officer - Human Rights

The Quaker Council for European Affairs promotes peace, justice and equality to European governments and institutions. We are part of a 350 year tradition of work by Quaker organisations that has included anti-slavery advocacy in the 18th and 19th centuries, refugee protection and prison reform. QCEA is deeply rooted in the values and experience of its supporters in Europe and beyond.

As part of a plan to increase our impact in Brussels, a new role of Senior Programme Officer - Human Rights has been created. The position intends to influence European policy through the implementation of a multi-year advocacy and quiet diplomacy programme.

Reporting to the Director, the Senior Programme Officer is a member of the small team based at Quaker House, Brussels. The role involves close cooperation with Quaker agencies worldwide, the Human Rights and Democracy Network (HRDN) and other civil society partners.

The successful candidate will have an excellent understanding of EU policy-making and experience of developing and implementing of advocacy strategies. The role will advocate for European policy-makers to protect and promote the human dignity of all people. Our human rights work has a number of specific areas of focus, including (1) immigration detention, (2) anti-migrant political discourse, and (3) police and private security violence toward migrants. A further project is shared jointly between our peace and human rights programmes, (4) impact of EU external policy on the human rights of migrants. The Senior Programme Officer will play a leading role in the review, development and implementation of each project's theory of change.

Role Profile

1. Programmes

- Review, develop and co-ordinate the implementation of multi-year advocacy strategies
- Undertake research and analysis
- Coordinate the production of content for advocacy, including drafting briefing papers and consultation submissions
- Build and maintain relationships with relevant colleagues at European institutions and member states of the EU, Council of Europe and OSCE.
- Collaborate with international, European and local civil society to advance programme objectives
- Organise events and meetings, including using using QCEA's 'quiet diplomacy' approach
- Monitor and evaluate programme activities
- Contribute to organisational learning and the ongoing development of our working methods

2. Communication and outreach

- Maintain relationships with relevant colleagues in other Quaker agencies, contributing a European perspective to their work
- Generate other written content, including in collaboration with the Communications Coordinator
- Contribute to reporting, including to donors and governance bodies
- Support colleagues to ensure that QCEA is visible and accessible to supporters and donors
- Support the submission of grant applications and securing timely funding

3. Management and teamwork

- Represent and network for the organisation
- Manage volunteers and work placements assigned to the programme
- Coordinate and facilitate activities with other staff members which may at times require work outside the primary scope of the position
- Contributing to team-building and positive professionals relationships, including by creating a welcoming atmosphere in Quaker House.

Candidate Profile

1. Education and work experience

Essential

- Relevant degree or equivalent research experience
- At least 3 years working in an international policy environment, preferably in the EU context.
- Experience of implementing successful advocacy projects, including working with policy-makers and producing written content for use in advocacy, and developing theories of change.

Desirable

- Postgraduate degree in relevant subject (e.g. human rights, migration or European/international studies)
- Experience working with civil society and/or faith-based organisations
- Experience of exploring issues of power and privilege in a professional setting
- Project and event management

2. Knowledge and skills

Essential

- Good understanding of EU policy-making processes and EU institutions relating to human rights, anti-discrimination and migration
- Excellent communication, including good interpersonal skills and presentation skills
- Solid writing skills, including for specialist audiences and policy-makers
- Proven strategic, analytical and problem-solving skills
- Good attention to detail
- Fluency in English

Desirable

- Knowledge of the root causes of, or structural factors that underpin, injustice, discrimination and oppression
- Knowledge of other languages relevant to migration and/or European advocacy

3. Personal qualities

Essential

- Good 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 challenges
- Efficient, well-organised and able to multitask
- Proactive, focused on having an impact and creating change
- Committed to integrity, honesty and transparency. Also able 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 is able to offer a 1 year contract at this stage, but hope to be able to secure funding for a permanent post in the future.

The salary will vary slightly depending on additional benefits to which the successful candidate may be entitled. For this post QCEA is able to offer a salary of approximately 2,850 euro gross. QCEA offers additional net benefits including meal vouchers and travel costs in some circumstances.

All QCEA staff receive 25 days holiday per year.

QCEA has a staff handbook where more detailed provisions are outlined. This can be viewed by shortlisted candidates on request.

We are able to offer some flexibility in working hours. Whilst we have designed this as a full-time role, we are willing to consider candidates offering part-time working. Please make this clear in your application.

We anticipate a start date for this position in May or June 2019.

Making an Application

To apply: please complete an application form and email it to recruitment@qcea.org by 23:59 CET on Wednesday 20 March 2019. Incomplete applications, CVs and additional documents will not be considered.

Interviews are expected to take place in Brussels between the first or second week of April.

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

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