



Outreach and Community Organiser

Who we are

The Quaker Council for European Affairs promotes peace, justice and equality to European governments and institutions. We are part of an almost 400-year tradition of work by Quaker organisations that has included anti-slavery advocacy in the 18th and 19th centuries, refugee protection, and prison reform. Quakers won the Nobel Peace Prize in 1947 for humanitarian relief work, and were among the first faith communities to advocate for marriage equality. QCEA is proud of our radical heritage, and we are deeply rooted in the values and experiences of our supporters in Europe and beyond.

QCEA needs to connect well with our supporters, whilst also working to build new relationships. In particular, we want to improve our outreach with people rarely included in European-level policy discussions. The Outreach and Community Organiser will be a member of our small and enthusiastic team based at Quaker House in Brussels.

QCEA's strategy

QCEA currently has a Peace Programme and a Human Rights Programme, which together:

- Promote peacebuilding and nonviolent conflict resolution approaches in European policy, with an emphasis on human security and sustainable peace
- Help shape European policies which recognise the fundamental rights, shared humanity and vulnerability of all people, with a particular emphasis on people seeking sanctuary in Europe
- Draw attention to the fundamental inequalities and deeply-embedded global hierarchies which shape marginalisation and persecution in current European policy
- Make a significant contribution to reducing the fear of the 'other', disrupting efforts to dehumanise and divide
- Promote and model inclusive problem-solving as a way to address whole-of-society challenges to peace, justice and equality
- Work in ways that recognise the climate crisis and opportunities for more sustainable policy, particularly in the context of Europe's post-COVID recovery.

Role profile

This is an exciting and complex role that will require an understanding of distinct communities (supporter, partner, policymaker). Half of the working time of this role is funded by an antiracism grant and is specifically dedicated to activities that engage with and seek to decolonise migration and human rights policy and practice. The role also involves supporting QCEA to maintain bonds with Europe's Quaker community which supports, funds and governs our work.

Engaging partners

- Confidently engaging in partnership and advocacy spaces where racist assumptions go unchallenged or are reinforced. Thoughtfully unpicking and seeking to improve advocacy approaches that do not recognise the urgent need for equality and justice
- Reach out to a broader coalition that will bring together mainstream faith-based organisations, peace, and social justices organisations together with the organisations led by those pushed to the margins of policymaking because of institutional racism and hierarchies of power. Your time will be spent going to meet these organisations where they are already active to genuinely change policy spaces with different voices
- Work with colleagues to help ensure that our work avoids essentialist, racist or colonial assumptions, or replicates and entrenches inequality and racial discrimination.
- Increase our capacity, alongside other staff, for continued and deep conversations on race, power and privilege and how these impact the policymaking sphere as well as counterparts in civil society

Creating events that make a difference

- Supporting the delivery of our major outreach events, – including concept development, event promotion, participant registration, and liaison with attendees / venues. The largest event is a conference planned for August 2021
- Working alongside colleagues to coordinate a range of inspiring human rights programme events (see Human Rights programme goals in our QCEA Strategic Plan 2019-2024)
- Supporting colleagues with the promotion, logistics and administration of programme-related events – including the creation of invitation mailings and participant management
- Bringing strategic thinking and new ideas about how we can engage with the wider “Brussels bubble” on issues of social justice and inequality and challenges norms

Developing our supporter base

- Taking a lead on outreach to Europe's Quaker community, developing engaging content – offline and online – which explains QCEA's work, makes our supporters feel included and renews their commitment to us. Previous experience with Quakers is not required as QCEA will plan an induction to equip you with sufficient knowledge about Quakerism to be a success in the role
- Collaborating with QCEA supporters and governance members to develop and promote materials that will enable others to 'spread the word' about QCEA in their local contexts
- Building and fostering professional relationships across our community, including with civil society actors with Quaker affiliations and with our General Assembly

Working with others in the team

- Collaborating with programme staff to ensure that their work is communicated in a clear, accessible way whilst remaining true to QCEA's vision and our values, as expressed in our strategic plan
- Working together with the Communications Assistant to deliver content which is visually appealing and consistent with QCEA's existing brand
- Coordinating and facilitating activities with other staff members which may at times require work outside the primary scope of the position
- Contributing to team-building and positive professional relationships, including by creating a welcoming atmosphere in Quaker House.

Development scheme

For our forty years in Brussels QCEA has supported the development of early career and career change professional development. This means that during the 12 months of this role, our Director will work with the post holder to understand your short and medium term careers goals and support you to improve your professional skills in ways that help you to take the next career step.

About you

More than any one qualification or professional experience, we're looking for an Outreach and Community Organiser with both a 'human touch' and an eye for detail. There is no one right profile for this position, but the successful applicant will meet many of the criteria outlined below.

We encourage applications from candidates with lived experiences aligned with QCEA's values of who can contribute to the diversity of our organisation.

- A demonstrable commitment to the values of justice and equality, and specific experience of promoting antiracism and decolonial thinking. An understanding of how antiracism intersects with other topics prioritised by Quakers, such as migration justice, gender equality, peacebuilding, disarmament, conscientious objection to military service and climate justice.
- A genuine interest in reaching out, listening to and building relationships with user-led organisations not usually included in the 'Brussels bubble' of policymaking but have rich experiences, knowledge and insights on social justice, equality and other impacts of EU policies.
- The ability to speak confidently and engagingly in English, communicating challenging ideas clearly
- A track record in managing events from conception to delivery, including effective liaison with participants and third-party stakeholders
- The approachability, people skills and sensitivity to build and manage relationships with both potential new partners and our long term supporters
- Confidence managing information and working with large administrative spreadsheets
- A developed understanding of European politics, with some knowledge of the structure and policymaking processes of the European Union
- An ability to use a range of IT platforms – experience with WordPress, MailChimp, Google Forms.
- An ability to embrace difference, work closely, creatively and constructively with a small team, and engage respectfully with people with different views and lived experiences
- The utmost discretion and respect for the confidentiality of any sensitive events that take place in Quaker House
- An ability to autonomously manage multiple tasks and deadlines, but also a willingness to seek guidance, collaboration and other opinions when they are needed
- Fluency or a working knowledge of other languages

What we offer

The successful applicant will be offered a 12 month, full-time contract in a small, dynamic and well-respected peace and human rights NGO – an exciting first step in a career in European civil society, working for a good cause whilst gaining desirable skills in outreach and engagement.

For this post QCEA is able to offer a salary of approximately 2,000 euro gross per month. The salary will vary slightly depending on additional benefits to which the successful candidate may be entitled. QCEA offers additional net benefits including meal vouchers and travel costs in some circumstances. All our staff receive 25 days' holiday per year.

QCEA is located at Quaker House, Square Ambiorix 50, Brussels, but due to the pandemic some home-working is anticipated during the year – depending on government guidance and your personal circumstances.

Application process

We invite candidates to submit a CV (max. 2 pages) and a letter of motivation (max. 1 page) to Kékéli Kpognon (recruitment@qcea.org) by midday on **15 September**.

We are currently recruiting for two roles so please be clear about which role you are applying for in your cover email.

Selection process

We will invite a wide selection of applicant to a short online conversation with two of the QCEA team during September or early October. This will be followed by a second conversation and an exercise. We anticipate a start date of October or November. A short additional step may be added if we receive a high level of interest.