



PEACE PROGRAMME ASSISTANT

Who we are

The Quaker Council for European Affairs (QCEA) 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, anti-war and nuclear disarmament movement, 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's Peace Programme seeks to build support for humane, non-military policies at the EU level, and works to promote nonviolent and non-military approaches to conflict resolution through mediation, peace education, and quiet diplomacy.

QCEA is looking to recruit a Peace Programme Assistant to support the implementation of the Peace Programme. The Peace Programme Assistant will be a member of our small and enthusiastic team based at Quaker House in Brussels.

Role profile

Overall the Peace Programme Assistant will work on three main thematic areas: peacebuilding IN Europe, a storytelling series, and climate justice. The role will include the following tasks:

Research and writing

- Conducting in-depth action oriented research on peace and peacebuilding related to European affairs that highlight how peace intersects with other topics prioritised by Quakers, such as racism, gender, climate, and disarmament;
- Drafting content for the peace programme including but not limited to briefing notes, presentations, blog posts, articles, press releases, project updates, summaries and activity reports;
- Drafting policy reports and media articles that advocate for the need to look inward at Europe's own challenges and impediments to social cohesion and peace such as structural racism, border militarisation, violence by state actors, politics of fear and xenophobia;
- Monitoring relevant EU policy discussions and meetings, compiling monthly news updates on European policies and sharing them with the team.

Storytelling

- Collecting stories of inspirational individuals and groups impacted by militarism, conflict, and climate crisis along with successful lessons of positive climate action and nonviolent resistance;
- Working with the Communications Assistant to provide creative content for the stories including info graphics, photographs, social media messages, and audio recordings.

Organising and attending events

- Taking the lead in organising online and in-person events (when time allows) on peacebuilding IN Europe, and intergenerational meetings between climate and

disarmament activists. This includes: concept development, drafting invitations, selecting speakers, inviting participants, and event promotion;

- Representing QCEA at meetings including at various working groups at the European Peacebuilding Liaison Office (EPLO);
- Building and fostering professional relationships with civil society actors and EU institutions beyond the usual suspects by researching and reaching out to individuals often not included in policy meetings.

Other tasks, include but are not limited to

- Updating extensive contacts databases and maintaining files/records;
- Helping to translate documents and articles when necessary into French and/or Dutch including a brochure on “challenging militarism in education”;
- Conducting monitoring and evaluation of programme activities to assess impact, and help develop creative, innovative and imaginative ways for engaging with policymakers and civil society.

About you

More than any one qualification or professional experience, we’re looking for a Peace Programme Assistant 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 who can contribute to the diversity of our organisation.

Education and work experience

- Educational background in a relevant field or equivalent work experience in, peace studies, international relations, political science, human rights, European affairs, communications, gender, or environmental studies;
- 1 - 2 year(s) of paid or volunteer work in research, advocacy, policy, communications on peace and social justice issues, such as non-violent solutions to conflict resolution, peace education, disarmament, climate justice, racism and discrimination, gender equality, and EU border securitisation and militarism etc.;
- Previous engagement in peace and social justice movements and grassroots campaigns including anti-war movements, Black Lives Matter, #MeToo, climate justice movements; etc.

Knowledge and skills

- A developed understanding of European politics, with some knowledge of the structure and policymaking processes of the European Union relating to peace and security;
- Good understanding of current peacebuilding debates;
- Excellent writing, research, and analytical skills in English;
- Essential computer literacy including database design/analysis, MS package, Zoom and platforms such as MailChimp, and Google Forms, etc;
- Fluency or a working knowledge of French, Dutch or other languages;
- Great attention to detail.

Other

- An ability to autonomously manage multiple tasks and deadlines, but also a willingness to seek guidance;
- 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, and within the financial constraints of an NGO;
- An interest in the intersection between art and politics;
- Must have the right to work in Belgium.

What we offer

The successful applicant will be offered a 12 month, full-time contract, with a possible extension for a second year based on performance and organisational need.

During the duration of this role, the Head of the Peace Programme will work with you to understand your short and medium term careers goals and support you to improve your professional skills in ways that help you take the next career step.

For this post QCEA is able to offer a salary of approximately €1,800 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 home-working may still be in effect until further notice.

Application process

We invite candidates to submit a CV (max. 2 pages) and a letter of motivation (max. 1 page) to recruitment@qcea.org by end of the day on **Thursday 10 June 2021**.

Selection process

The first round of interviews will be conducted on the phone the week of **Monday 14 June** with two QCEA staff. Then, on the week of **28 June**, selected candidates will be asked to complete a written exercise and will be invited to a second interview with three QCEA staff. The interviews will either be in-person or via zoom depending on the situation.

We anticipate a start date of **1st September 2021**.