



Migration and Peace Programme Officer
Part-time: 3 days a week for 6 months

Deadline: Monday 6th January 2025

Job Description

WHO WE ARE

The Quaker Council for European Affairs (QCEA) brings a vision of **peace, justice** and **equality** to Europe and its institutions. We advocate for a new approach to security, focusing on nonviolent approaches to conflict. We promote policies that recognise the intrinsic equality of all people everywhere and reduce fear of the 'other'. In addition to our staff team in Brussels, QCEA is governed and supported by Quaker communities from across Europe.

As part of its [strategy for 2023-2026](#) Quaker Council for European Affairs is focusing on three themes:

- Dialogues for transformation
- Climate justice and peace
- Migration and peace

The Quaker peace testimony underpins all our work and our areas of work are connected, particularly with regards to their root causes in cultural and structural violence and economic and racial injustice. QCEA therefore prioritises working collaboratively as a team, actively seeking synergies both within our work and with the work of others.

QCEA believes that transformative change is needed if we are to address the challenges of our times. This is only possible if people across political, social and geographic divides can listen and understand each other and seek common ground. We build on our experience of quiet diplomacy and creating safe spaces for sensitive conversations to convene and facilitate dialogues on contentious and crucial issues between people with differing views and experiences, enabling them to deeply listen to each other and together consider ways forward.

This work needs to be discreet and not tied to specific outcomes. It is long-term and risky but it is necessary and QCEA is one of the few organisations able to do this.

Reporting to the Director, the **Migration and Peace Programme Officer** will be a member of the small team based at Quaker House in Brussels. The main focus of the work is the launch, promotion and dissemination of a **Migration & Peace handbook** which is currently being developed.

While they will focus primarily on migration, they will work collaboratively with the rest of the team, always looking at the connections and synergies between different areas of work. The team is small and everyone is expected to do their own administrative work.

MIGRATION AND PEACE PROGRAMME

Overall Objective: To create policy conditions to support safe, equitable and responsive migration systems that contribute to long-term, sustainable peace between all actors involved in migration.

QCEA works on migration through a **positive peace lens**, recognising the full spectrum of violence that migrants encounter throughout their journeys. To stimulate policy transformation at the European level, QCEA promotes alternative approaches, proposes viable solutions and amplifies existing good practices that expand the space of rights for migrants, be it through citizen-led initiatives, universal access to essential services or regularisation schemes.

The scope of **peacebuilding action on migration** within Europe needs to be expanded, particularly by tackling structural violence, addressing hate speech and safeguarding the rights of migrants, minorities and people of non-European descent within and beyond European territory. EU external action often remains blind to issues of migration and displacement, at times exacerbating the very causes that lead people to migrate. QCEA works to ensure that EU peacebuilding, climate and external action in the broadest sense are sensitive to issues of migration and displacement, and that displacement and forced migration are recognised as factors influencing conflict dynamics in countries of origin.

Due to the contentious nature of migration policy at the European level and thinning political will, QCEA also works to co-create spaces for imagination and possibility as a tool to reframe narratives away from securitisation and criminalisation, and towards positive, non-victimising views on migration.

ROLE RESPONSIBILITIES

1) Launch of the migration and peace handbook

- Design and organise online and Brussels in person launches of the handbook.
- With the Communications & Programme Officer, develop a promotion plan for the events and design communications materials
- Identify and liaise with speakers for the events
- With the Director, facilitate/host the events in the spirit of QCEA's approach, making sure that the events are as inclusive as possible
- Liaise with organisations interested in hosting launches of the handbook in other countries, providing materials and advice as requested

- With the rest of the team, document and review the launches

2) Maintaining relationships

- Build and maintain relationships with key people working in European institutions who are working on relevant issues.
- Maintain relationships with those working in the fields of migration and on peace.
- Maintain relationships with those working in other Quaker agencies on migration and/or peace (e.g. Quaker Peace and Social Witness and Quaker Asylum and Refugee Network in the UK, Quaker United Nations Offices in Geneva and New York, etc.)
- Attend relevant online and Brussels events related to migration and peace.

3) Dissemination and promotion of the handbook

- With the Director, develop a dissemination and promotion plan for the EU institutions and the Council of Europe.
- Organise and attend meetings with relevant EU and Council of Europe officials and MEPs and other key people both alone and with the Director.
- With the Communications & Programme Officer, manage the website page for the handbook, making sure it is up to date and responding to requests for information.
- Promote the translation of the handbook into local languages and provide information and support for organisations who want to do this.

4) Working as part of a collaborative team

- Document and share information and learning with the rest of the team, actively seeking synergy and opportunities to work together.
- Participate in dialogues for transformation and other events taking place at Quaker House on issues related to migration and peace, while respecting the confidentiality of these processes.

PERSON SPECIFICATION

1. Experience (Local, National or International)

- Paid or voluntary experience of working on migration, e.g. with social movements, grassroots organisations, or within nongovernmental organisations or public administrations
- Experience working to change policy around issues linked to migration and/or peace
- Experience in organising all aspects of in person and online events, including inclusion and accessibility

2. Knowledge and Skills

- Knowledge of the EU institutions, how they work and how to influence them
- Familiarity with European politics around migration from a local, national and/or international perspective
- Familiarity with civil society organisations working on migration at the EU and/or Council of Europe
- Hosting and/or facilitation skills
- Familiar with using social media platforms to promote publications and/or events

- Fluency (or close to fluency) in English with proficiency in a language other than English an asset

3. Personal Qualities

- Demonstrated commitment to issues of peace, equality and justice either through formal training (e.g. a degree in any relevant subject) or through participation in voluntary initiatives
- Integrity and commitment to having an impact and creating change through your work
- Ability to embrace difference, work professionally and engage respectfully with people with different views and lived experience
- Good relationship-building and collaboration skills, with a talent for connecting people and ideas
- Ability to take a 'collective problem-solving' approach to challenges that might arise in the course of the work or within the team
- Discretion and respect for confidentiality
- Ability to work in a small team and within the financial constraints of a nongovernmental organisation
- Willingness to work with due care for environmental sustainability, to take responsibility for your own administration, and to work cooperatively and flexibly to support the goals of the organisation

We have identified these criteria for this role. However, if you don't fit all the criteria and feel strongly that this job is the right match for you, we encourage you to apply.

QCEA is an Equal Opportunity employer and we encourage applications from people with a wide range of backgrounds.

TERMS AND SALARY

QCEA is located at **Quaker House, Square Ambiorix, Brussels**. This is a **6 month contract part-time for 3 days a week** (flexible but preferably including Tuesday). For this post QCEA is able to offer a salary of approximately **1980 euro gross per month**. QCEA offers additional net benefits including meal vouchers and travel costs in some circumstances. Full-time QCEA staff receive 25 days holiday per year. This part-time position will include **7.5 days' paid leave** plus public holidays.

Fulfilling work and a healthy work-life balance for staff and volunteers is at the centre of delivering QCEA's vision of peace, justice and equality. Working hours are **9:00 to 18.00**, but staff are encouraged to fit non-fixed working times around family and other commitments. For this position it will be possible to work up to two days from home and one day in the office, preferably Tuesday. Otherwise days of the week worked can be flexible.

Note that we are unable to appoint candidates who do not already have the right to work in the EU for this position.

APPLICATION PROCESS

We invite candidates to submit a CV (max. 2 pages) and a letter of motivation (max. 1 page) to the QCEA Director (director@qcea.org) by the end of **Monday 6th January 2025**.

We encourage applicants to cover all the points in the person specification in their CV and/or letter of motivation.

SELECTION PROCESS

- 1) Applications will be acknowledged on receipt.
- 2) Shortlisting will be completed by **17th January**. If you have not heard from QCEA by then, you can assume that you have not been shortlisted.
- 3) Interviews will take place in person in Brussels in the week beginning **20th January** – day to be confirmed.
(please contact us regarding interview scheduling needs due to work or caring commitments).
- 4) All interviewed candidates are informed of the outcome of their interview and can request feedback. The selected candidate will need to provide two references.

N.B. Dates may need to be changed and we will do our best to be flexible so we can interview all shortlisted candidates.