



ADRA
EUROPE REGIONAL OFFICE
Job Announcement

Advocacy Coordinator

Job Title Communication and Advocacy Coordinator f/m

Reports to: Regional Director

Resume of the Job:

1. Coordinate the advocacy and policy work of the European ADRA Country offices at the European level, keeping a strong link with EU based NGO Platforms.

Percentage of Time: 100%

Job Description:

- Organize training and information sharing events on Advocacy for European Country Offices.
- Create and maintain information sharing systems on ADRA Europe issues.
- Develop and nurture relationships with key stakeholder groups.
- Facilitate the operation of internal working groups in the fields related to his or her functions.
- Organize and motivate the participation of ADRA Europe Members in the several working groups of the Platforms of which ADRA Europe is a member.
- Represent ADRA at European Union events and consultations.
- Represent ADRA Europe at NGO Platforms meetings contributing with critical thinking for the discussed thematic.
- Write position papers with the contribution of ADRA specialists.
- Organize and motivate the participation of ADRA Europe Members in Network advocacy campaigns.
- Organize the participation of ADRA Europe in thematic exhibitions and public events.
- Monitor and communicate current trends in the human rights, development and emergency assistance arenas.
- Provide support with the CORE program.
- Actively collaborate in the general operations of the office.
- Perform other duties as designated by the Executive Director.

Education of the Candidate:

- Advanced degree in International Relations, Public Relations, International Development or any related field
- Fluent in oral and written English
- Knowledge of any other European language(s)
- Sound working knowledge of Microsoft Office, Internet Tools and image and video software.

Competences:

- Three years or more of experience in positions in the fields of advocacy, policy work or public relations.
- Relevant experience in the human rights defense, development or humanitarian fields.
- Understand the SDA Church organizational system.

- Have an interest in and aptitude for cross-cultural ministry.
- Capacity to write position papers with the contribution of different experts.
- Capacity to coordinate regional advocacy campaigns.
- Capacity to analyze research data and present solutions based on it.
- Critical capacity to understand and contribute to the most recent development trends.
- Competent in creating synergies between different actors to information sharing.
- Knowledge of the European Institutions and their relevant legislations.
- Initiative and self-motivated.
- Being guided by transparency and accountability principles at work.
- Excellent oral and written communication.
- High level of problem solving skills with the ability to work under pressure. Excellent time management skills with the ability to plan ahead.
- Ability to work autonomously and as part of a team.
- Updated knowledge on new communication tools.

Travel

- Occasional international travel required, approximately 25% of time.

Mental/Emotional Requirements:

Must be able to work in a fast-paced and customer service-oriented environment; to perform duties under pressure and meet deadlines in a timely manner; to work as part of a team as well as to complete assignments independently; to take instructions from supervisors; to exercise problem-solving skills; and to interact with co-workers, supervisors, network employees, donors and the public in a professional and pleasant manner.

Remark:

The successful candidate must be ready to have some flexibility on the above job descriptions and tasks and be prepared to perform other tasks as required.

Physical Requirements:

Person must be able to perform essential job functions with or without accommodation. Incumbent should be in optimal health for difficult and temporary below-basic living conditions at overseas location and for field travel in general.

Remuneration and Benefits: According to experience and SDAC wage scale

Contract Term: Definitive after 6 months of experience

Job location: Brussels

Deadline for applications: 30th April 2018

Address for applications: info@adra.eu