

Caritas works for justice, peace and development to testify Christ's love for humankind. Its guiding values and principles are the centrality of the human person, fraternity, solidarity and gratuitousness, peace, integral human development, religious freedom and cultural diversity, cooperation and subsidiarity, professionalism and heartfelt concern for the poor, responsibility for a sound ecological order. Caritas Europa expects its staff members to acknowledge its identity, contribute to these values and commit to its vision and mission while on duty.

In order to support the advocacy work; Caritas Europa is looking for a:

## **Policy and Advocacy Officer**

**Full time**

### **Mission**

The post holder is officer within the Advocacy Unit and contributes to the best implementation of the Strategic Framework of Caritas Europa, with particular focus on Strategic Priority I "Advocacy". He/she is responsible for ensuring the optimal implementation of Caritas Europa's advocacy work with a particular focus on migration and development and towards achieving the objectives of the MIND project.

### **Key tasks**

1. Contribute to implementing a specific set of policy and advocacy outcomes and objectives, as identified in the annual work plan of the Policy and Advocacy Unit, and to fulfil the goals and objectives set forth in the Strategic Framework.
2. Support the work of the MIND coordination team (MCT) and the Policy and Advocacy Director by working with MIND project partners, CE internal project group, and CE members and regions toward achieving the MIND project outcomes and objectives.
3. Contribute to elaborating CE's Annual Advocacy Plans on migration and development, conducting "Environment-Audience analyses", "Policy analyses", and defining concrete tools, actions and "roadmaps".
4. Contribute to CE's external communication by boosting its advocacy and political activities, proposing effective advocacy and communication actions and supporting the team in building up and maintaining the network of contacts within European Institutions.
5. Contribute to networking and building up multi-stakeholder alliances internally (within the Caritas family) and externally (with businesses, academics, CSOs, migrants/refugees, etc.).
6. Contribute to successful and timely delivery of outputs/deliverables, adhering to budget limits and grant rules, i.e. use of logos/disclaimers, monitoring and evaluation, conducting annual relevance and effectiveness reports and compliance with EC funding rules.
7. Contribute to ensuring internal coherence of the Advocacy Unit and the Caritas Europa team.
8. Represent the organisation within the mandate given by the Policy and Advocacy Director.

### **Required skills**

- Preferably, 2 years of experience in the field of migration and / or development.
- BA/MA University Degree in relevant field, such as communication, campaigning, political science, migration, international cooperation, European studies...
- Knowledge of communication and campaign methodologies, techniques and tools.
- Knowledge of mobilisation methods, networking skills and experience reaching out to multiple stakeholders, both internally (like within the Caritas Network) and externally (like with businesses, media/journalists, universities, foundations, NGOs, migrants/refugees...).

- Ability to contribute to a supportive environment among an international and diverse network, possessing intercultural skills and sensitivity to work with vulnerable populations.
- Communication skills: fluency in English (both written and spoken), and preferably other language competencies.
- Articulate English writing skills: able to draft concise and pertinent briefing notes, advocacy position papers, blogs, etc.
- Preferably, familiarity with Catholic Social Teaching (CST).
- Ability to travel as required with flexibility in work hours, as some weekends or evening work may be required.

### **How to apply**

Send a motivation letter and your CV to Jorge Nuño Mayer at [Secretary-General@caritas.eu](mailto:Secretary-General@caritas.eu) with the subject heading **“MIND: Policy and Advocacy Officer”** by **15 June 2017** at 23:00 (Brussels time).

First-round interviews are expected to take place on Thursday, 7 July 2017.

Second-round interviews are scheduled for Monday, 17 July or Tuesday, 18 July 2017.

Please note that any applications that do not respond to the requirements above will not be considered.

### **Only those applicants shortlisted will receive written notification**

#### **For further information, please contact**

Shannon Pfohman  
Policy and Advocacy Director  
[spfohman@caritas.eu](mailto:spfohman@caritas.eu)