

Caritas Europa (CE) is the network of 49 organisations from 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 162 Catholic relief, development and social service organisations. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to analyse and fight poverty and social exclusion and to promote true integral human development, social justice and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with, people in need in order to transform society into a more just and inclusive civilisation. Caritas Europa recognises the need for mutual learning and innovation in all we do.

With a view to further develop its work on policy and advocacy, Caritas Europa is seeking to recruit a (m/f):

Humanitarian Advocacy Officer

(full time, permanent contract)

We are looking for **Humanitarian Advocacy Officer** who provides support to the Caritas Europa (CE) Secretariat in implementing the Caritas Europa Strategic Framework 2021-2028, and its annual work plans, focusing and leading on the priorities identified in Caritas Europa's humanitarian policy and advocacy work. S/he will also be supporting Caritas Europa Member Organisations in case of emerging humanitarian crises, in coordination with the other members of the International Cooperation and Humanitarian unit.

Main tasks under the supervision of the line manager:

- Thematic work
 - To contribute to policy and advocacy work aimed at having European and international policies adopting a holistic approach when it comes to disaster preparedness, humanitarian response, resilience, long term development and including the peace component;
 - To actively contribute to policy and advocacy work aimed at having European policies which recognise, strengthen and empower local actors and communities;
 - To lead on policy and advocacy work aimed at having European and international principled and needs-based humanitarian policies as well as timely and adequate funding for humanitarian response.
- Country focus support
 - To provide timely policy and advocacy support in relation to specific humanitarian crises worldwide, upon agreement with the unit director and in consultation with the relevant working structures.
- Reactive and surge support to new crises
 - In the event of a new emergency or humanitarian crisis in Europe, coordinate with the rest of the unit and, when needed, support the coordination of the emergency response (including accompanying the affected national organisation in the project design, implementation, and Monitoring & Evaluation stages; fundraising among the network's

member organisations for emergency appeals; including also specific communication and advocacy action in cooperation with other units).

Other relevant tasks:

- Liaise with the policy working groups of the VOICE network;
- Support the coordination of the Caritas Europa humanitarian working group and relevant task forces, along the lines of the strategic framework and work plans;
- Support the liaison with DG ECHO on funding issues and policy issues in coordination with the rest of the unit and with member organisations;
- Collaborate with the global Caritas confederation in case of major emergencies.

Profile:

- A Bachelor's/Master's level diploma or equivalent relevant experience, preferably in a related field;
- Proven knowledge of main policy areas and actors in relation to humanitarian aid, including humanitarian principles and International Humanitarian Law;
- Demonstrable knowledge of the most recent and evolving trends in global challenges when it comes to humanitarian policy, practice and funding;
- Knowledge of relevant EU stakeholders in relation to humanitarian aid and international development;
- Analytical skills and ability to develop advocacy and communication plans, mainly towards the EU institutions but taking into account actors, roles and responsibilities at both national and global level;
- Communication and interpersonal skills, both written and verbal, including the ability to produce written summaries to brief and be persuasive in debates with policy makers, feeling comfortable in undertaking public speaking;
- Basic knowledge of, and commitment to, the Catholic Social Teachings (CST), including its principles and values;
- Understanding of approaches to ensure accountability in humanitarian work towards intended beneficiary communities;
- Fluency in written and spoken English. Fluency in other languages will be considered as an asset;
- Reporting skills/monitoring and evaluation;
- Organisational, linguistic, and diplomatic skills;
- Interpersonal skills, ability to work in an international team;
- Moderation, facilitation and pedagogical skills, especially in relation to working in culturally diverse groups;
- Creativity, initiative and innovation;
- Experience of working with community based organisations and partners in the delivery of humanitarian and development programmes and capacity strengthening, experience of working with secular, church and other faith based organisations, and working in networks or federated structures would be an asset.

The Caritas Europa Secretariat is committed to diversity, equal opportunities and non-discrimination.

Starting date: as soon as possible

Our offer:

We offer a challenging experience in Brussels with the possibility to make a difference for people experiencing poverty, marginalisation or vulnerability and to contribute to the development of the European Caritas network, working in an international team. The position involves occasional travel.

We offer a full-time permanent contract in line with our salary scheme and with extra-legal benefits (hospitalisation and pension insurance, lunch vouchers, contribution to public transport).

Application:

Please submit a motivation letter (max 1 page) and CV by **7th May 2021, 23:59 Brussels time** to both secretary-general@caritas.eu and ssinibaldi@caritas.eu mentioning in the subject “**Humanitarian Advocacy Officer**”.

We thank all candidates in advance who show their interest in this offer. Only shortlisted candidates will be contacted for an interview. The first round of interviews will be held in the week of the 17th of May. A second round of interviews will be held shortly thereafter.

Caritas Europa is committed to safeguarding people from exploitation and abuse in its work and has specific policies on this commitment which outlines the expected behavior and the responsibility of all staff. We follow safe recruitment practices according to our safeguarding policies.

Any candidate offered a job within Caritas Europa will be expected to sign the Code of Conduct as an appendix to their contract and agree to conduct themselves in accordance with its provisions.