

European policy officer

International Federation for Spina Bifida and Hydrocephalus (IF) is an international non-governmental organisation of persons with spina bifida and/or hydrocephalus, their families, professionals and supporters.

IF is currently recruiting a full-time European policy officer to support the Europe programme manager in the running of the EU-funded Europe programme that has as objectives (1) ensuring inclusion of persons with spina bifida and hydrocephalus (SBH) in all relevant European policies (2) creating conditions to enable provision of best available health care to persons with SBH through the lifespan, (3) consolidating the IF community and celebrating the diversity of people with SBH, and (4) primary prevention of neural tube defects.

This role is perfect for a young professional with a passion for disability and human rights issues, some experience in European or international affairs, and good understanding of the civil society's role in shaping policies and practices. The position is based in Brussels. **Persons with disabilities are strongly encouraged to apply for this position.**

DUTIES AND RESPONSIBILITIES

- To serve as the main liaison between IF national members and the EU institutions, ensuring that voices of persons with SBH are heard in policy-making;
- To initiate and maintain effective cooperation with partner organisations, institutional stakeholders, private sector and funders, as agreed with the Europe programme manager;
- To support the Europe programme manager in formulating positions, opinions and amendments to policy and legislative proposals to the EU and, whenever appropriate, the UN;
- To contribute to the development and implementation of IF European advocacy strategies and campaigns;
- To support the organisation of events and other visibility exercises related to IF European objectives and represent the organisation when needed;
- To provide a variety of high quality services to IF members, including information about relevant opportunities, updates about policy developments, training on matters of interest, etc;
- To work closely with the communication team in order to maintain a coherent external/internal communication;
- to support the Europe programme manager in implementation of other tasks as may be deemed necessary.

REQUIREMENTS

Essential:

- Demonstrated commitment to the social model of disability and the values of the UN Convention on the Rights of Persons with Disabilities;
- At least 2 years' work experience in the field of social policy, disability rights or health;
- Good knowledge of the EU institutions and the EU policy-making processes;
- Excellent research and writing skills;
- Ability to work independently with limited supervision and manage own workload;
- Ability to take initiative and organise like-minded people around an idea;
- Organisational and logistical skills (experience in organising events is desirable);

- Preparedness to grow in the role and develop new areas of expertise;
- Fluent written and spoken English, including strong ability to adapt communication to the target audience;
- Availability to work outside regular office hours and undertake some European travel.

Desirable:

- An undergraduate degree in Law, European Affairs, international relations or similar;
- Experience of working for non-profit sector at the national level and understanding of challenges and priorities of membership-based associations;
- Ability to communicate in other European languages;
- Lived experience of disability will be considered a strong asset.

WHAT WE OFFER

- Work in a small team in an informal and flexible setting in our Brussels office;
- Space to learn, grow and assume more responsibilities in the future;
- A monthly gross salary around 2600 €;
- Lunch vouchers, reimbursement of public transport, holiday pay and end-of-year bonus.

To apply, submit a recent CV accompanied by a cover letter and contact details of two reference persons to jobs@ifglobal.org, indicating in the subject line “European policy officer”. Deadline for applications is 20 March. Interviews will be held the week of 25 March in Brussels.