Policy and Advocacy Officer Climate Finance

Reporting to: Eurodad Policy and Advocacy Manager

About Eurodad: Eurodad (the European Network on Debt and Development) is a network of 50 civil society organisations (CSOs) from 20 European countries, which works for transformative yet specific changes to global and European policies, institutions, rules and structures to ensure a democratically controlled, environmentally sustainable financial and economic system that works to eradicate poverty and ensure human rights for all.

Eurodad is an equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit. We strongly encourage persons with disabilities to apply.

Candidates are encouraged to review our website: www.eurodad.org and subscribe to our Development Finance Watch newsletter for further information. A summary of our 2015-19 Strategy is here.

Role Purpose: The purpose of this role is to shape Eurodad’s strategy on climate justice as a cross-cutting issue and take forward the Eurodad network’s crucial work on climate finance.

The Policy and Advocacy Officer will help to ensure that Eurodad builds strong and effective coalitions for change, and empowers civil society organizations in Europe and beyond. The role involves producing robustly researched analysis, with a strong advocacy focus, and building strong coalitions for change.

The successful candidate will work at the cutting edge of climate and development finance campaigns for transformative change. They will require policy analysis skills with strong interpersonal communication and be self-motivated with the ability to plan, organise and implement activities under their own initiative. They will have experience of working with advocacy focussed civil society groups or similar organisations and have a good working knowledge of relevant international institutions.
Key contacts: Eurodad colleagues, Eurodad members and other civil society organisations and networks in Europe, Africa, Asia and Latin America, academics and think tanks, officials in organisations such as the European Commission and Parliament, United Nations, World Bank and IMF.

Contract & location: Brussels-based, permanent contract.

Competitive salary, depending on skills and experience. Attractive benefits package including Hospitalisation, Ambulatory and Dental insurance (DKV), meal & eco-vouchers, travel insurance and contribution to private pension plan.

JOB DESCRIPTION

A. POLICY MONITORING, RESEARCH AND ANALYSIS
   1. Design and conduct advocacy-focused research, case studies and policy analysis on relevant issues between the climate-development finance nexus (both quantitative and qualitative).
   2. Produce reports, briefings, articles, updates and summaries based on research on current climate finance processes, policies and practices.
   3. Coordinate the production of joint reports or position papers authored with allied organisations, including developing joint methodologies, editing and identifying joint conclusions and recommendations.
   4. Keep up to date with key issues, including monitoring relevant official and civil society activities in policy areas identified as network priorities.

B. INFORMATION SHARING AND COMMUNICATIONS
   1. Respond to questions from Eurodad member groups and others on key issues, providing support for policy and advocacy activities.
   2. Author and edit content for Eurodad’s website, newsletter and other communications channels, and for external publications, including helping to ensure effective dissemination to relevant networks and individuals.
   3. Play an active role in ensuring effective communications strategy and outreach including designing dissemination strategies and keeping the website up to date.

C. ADVOCACY AND NETWORKING
   1. Develop Eurodad’s advocacy strategies in key areas, and develop implementation plans.
2. Organize, and lead advocacy meetings, including with politicians, officials and parliamentarians.
3. Present Eurodad’s work at conferences and seminars.
4. Organise, facilitate, attend and report on meetings, conferences, teleconferences and other events, including with Eurodad members and allies, including to agree common strategies and activities.

D. ADMINISTRATION AND SUPPORT TO OTHER MEMBERS OF THE TEAM
1. Support fundraising activities, including by drafting relevant sections of reports and proposals.
2. Contribute to regular work and strategy planning, and reporting obligations.
3. Contribute, as part of Eurodad’s team, to building team spirit by supporting colleagues and assisting with the day to day running of the office.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

1. ESSENTIAL SKILLS
   - Strong communication skills with a very high standard of spoken and written English.
   - Excellent interpersonal skills and collegial approach, including tactful but effective facilitation to build consensus.
   - Politically acute policy analysis skills, including an ability to analyse political and policy developments and develop strategic advocacy positions that imply transformative change.
   - Strong planning and organisational skills, particularly the ability to plan and execute research that contributes to advocacy strategies, and ability to prioritise, exercise initiative, and work independently.
2. ESSENTIAL EXPERIENCE AND KNOWLEDGE

- 3-5 years of work experience of:
  - Working on policy, advocacy, or campaigning, ideally in an advocacy or campaigning civil society organisation, particularly experience of working as part of coalitions or networks.
  - Research and analysis, writing briefings or reports on climate justice or related issues.
  - Making complex topics accessible and relevant to policy audiences, including writing succinct and well-structured summaries, articles, and briefings.

- Educated to at least degree level in political sciences, economics, development studies or other relevant subject.

- Computer literate and familiar with Word, Excel, PowerPoint and Outlook.

- Understanding of climate and development finance policy issues, and contemporary policy and political debates.

- Understanding of the workings of the IMF, World Bank, UN, European Union, and other relevant multilateral institutions.

3. DESIRABLE EXPERIENCE

- Previous work in a developing country and/or working with organisations from the Global South.

- Fundraising for advocacy organisations

- An affinity with Eurodad’s cross-cutting priorities: Gender, Global economic governance and Climate (finance) which are integrated across all our work areas.

- Fluency in other European languages, in particular French or Spanish is considered a plus.

4. COMMITMENT TO EURODAD’S OBJECTIVES AND WILLINGNESS TO TRAVEL