

Eurodad Policy Assistant, Development Finance Team

Line Manager: Policy and Advocacy Manager, Development Finance

About Eurodad: Eurodad (the European Network on Debt and Development) is a network of 59 civil society organisations (CSOs) from 28 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.

Candidates are encouraged to review our website: www.eurodad.org and subscribe to our *Development Finance Watch* newsletter for further information.

Role Purpose: The purpose of this role is to support Eurodad's development finance team, which comprises work on effective aid, publicly-backed private finance, international financial institutions and climate finance. This includes its policy work, network strengthening, Monitoring, Evaluation, Accountability & Learning (MEAL) processes, climate justice mainstreaming and funding sustainability.

The Policy Assistant will support Eurodad in its efforts to build strong and effective coalitions for change, and help to empower civil society organizations in Europe and beyond. The role involves support for project administration, reporting and coordination, network strengthening, climate justice mainstreaming, information sharing and capacity development for the Eurodad Network and its allies.

The successful candidate will understand and have experience in project administration and network coordination, with strong interpersonal and communication skills and willingness to work in a multicultural context, and the ability to plan, organise and implement on their own initiative. They will be excited by working at the cutting edge of development finance and climate finance policy campaigns for transformative change.

Key contacts: Eurodad colleagues, Eurodad members and other civil society organisations in Europe, Africa, Asia, Latin America and the US.

Contract & location: Brussels-based, permanent contract.

Competitive entry-level 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 TEAM SUPPORT (40%)

1. Support the organisation and documentation of meetings, conferences, webinars, teleconferences and other processes.
2. Support policy research and output production as agreed.
3. Support advocacy activities as agreed.
4. Support members of the policy team with network outreach network and strengthening activities as agreed, including updating of the Eurodad knowledge management platform.

B. PROJECT ADMINISTRATION & MEAL (35%)

1. Support the Eurodad's development finance team's Monitoring, Evaluation, Accountability and Learning (MEAL) systems in line with Eurodad's MEAL framework.
2. Support the implementation and monitoring of Eurodad development finance -related grants.
3. Support the Eurodad's development finance team in the preparation of funding applications.

C. CLIMATE JUSTICE MAINSTREAMING SUPPORT (20%)

1. Support the mainstreaming of climate justice into Eurodad's team policy, advocacy and operations.
2. Support Eurodad's policy teams and members in undertaking specific projects with a climate justice component.

D. TEAM AND ORGANISATIONAL SUPPORT (5%)

1. Support the development finance team and Eurodad colleagues as necessary, including occasionally taking on tasks and responsibilities outside this job description to meet team or organisational needs.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

1. ESSENTIAL SKILLS:

- Reliable organiser: Proven planning and project administration skills, including capacity development programs, advocacy planning, and event organisation.
- Capable networker: Good interpersonal skills and intercultural competence, sensitivity and tact to perceive and understand needs and gaps and get things done.
- Excellent communicator: Strong communication skills with a high standard of spoken and written English.
- Motivated team player: focus on supporting the team and Eurodad partners to achieve objectives, combined with ability to prioritise, use own initiative and work independently.

2. ESSENTIAL EXPERIENCE AND KNOWLEDGE:

- Previous experience in an advocacy or campaigning civil society organisations.
- Good understanding of development finance and climate finance issues, and related policy and political debates.
- Previous experience in a CSO coalition or network and awareness of diverse civil society tactics.
- 1-2 years-experience and/or academic training in:
 - *Policy & Advocacy*: policy analysis and research, advocacy and communications in relevant topics.
 - *Network coordination*: facilitation of network participation and enabling effective means of working together.
 - *Project administration*: planning, coordination, monitoring and reporting of activities in multi-partner, multi-country projects.
- University degree in a relevant subject.
- Computer literate, familiar with standard software, including MS Office.
- Fluency in written and spoken English.

DESIRABLE EXPERIENCE:

- Working in a developing country and/or working with organisations from the Global South.
- Working in a network and/or in diverse communities of work e.g. with racially, ethnically, LGBTI, disabled and/or socioeconomically diverse communities.



- Experience with events/webinars organisation, knowledge management platforms and e-learning.
- An affinity with Eurodad's cross-cutting priorities: gender, global economic governance and climate justice, which are integrated across all our work areas.
- Fluency in other European languages is considered a plus, particularly French and Spanish.

3. COMMITMENT TO EURODAD'S OBJECTIVES AND WILLINGNESS TO TRAVEL.