

## **EUROPEAN WOMEN' S LOBBY** **POLICY OFFICER**

### Job description and Person Specification

**Responsible to:** Secretary General and the Executive Committee

**Purpose of the Job:** to monitor and provide written policy responses and briefings concerning developments in the European Union policy arena that have an impact on equality of women and men.

#### **Main Tasks:**

- To monitor developments in European Union policy relating to equality of women and men. Candidates will be expected to be familiar with the work of the Convention on the Future of Europe and to understand the background to the proposed new Directive on Equality based on Article 13
- To ensure that EWL members and the EWL policy team are kept up to date with all relevant policy developments
- To prepare EWL response and briefing papers relating to EU policy developments through a process of consultation with the member organizations and with the input of the EWL policy team
- To contribute to the general information and support work of the secretariat e.g. information workshops, visitors groups, writing the newsflash, participation in internal and external meetings.
- To undertake additional tasks as requested by the Secretary General

## **Person Specification**

**Candidates selected for interview will demonstrate experience and competence in the following areas:**

- A thorough knowledge of the EU policy making process and particular of the legislation and the current issues relating to equality of women and men.
- Experience of carrying out analysis of policy information and of drafting policy papers and briefing papers within a tight timeframe.
- Experience of working with gender equality issues
- Fluency in either French or English
- Excellent written and verbal communication skills.
- Fully competent in the use of information technology
- Capacity to work independently as well as contributing to team work
- Commitment to the democratic processes of a membership organization

**Monthly Salary Brut: 2,200 – 2,400 Euro**

**Six months fixed term contract, details to be negotiated**

Closing date for receipt of completed application forms: Thursday 13<sup>th</sup> February.

Only those candidates who have been short-listed for interview will be contacted.

Interviews will take place in Brussels on Friday 21<sup>st</sup> February.

(This information is also available on the EWL WEB site [www.womenlobby.org](http://www.womenlobby.org))

***European Women's Lobby – 18, rue Hydraulique – B – 1210 Brussels  
Attention Ms Mary Mc Phail – Secretary General***