



**Job description: ADVOCACY OFFICER (AO)**

**Organisation:** European Microfinance Network aisbl

**Position based in:** Brussels, Belgium

**JOB DESCRIPTION:**

The EMN Advocacy Officer (AM) is based in Brussels and is part of the EMN Secretariat. She/he will report directly to the Advocacy Manager (AM).

The AO will play a key role in executing EMN's advocacy strategy, both through written activities (policy notes, correspondence with policymakers and stakeholders), and through physical meetings (attending events, face-to-face advocacy). The advocacy activities will be in constant coordination with the AM.

EMN's advocacy follows three main pillars: a) exchanges with EU-level policymakers to improve the regulatory framework for microfinance, b) giving input into the EU-level stakeholder exchanges to improve the EU financial support for microfinance, and c) connect with and empower EMN members to improve their national-level advocacy initiatives.

EMN's advocacy activities are closely linked with its research agenda and its events activities, so the AM will be collaborating with teammates on these issues whenever relevant.

The AO will also be involved on different operational activities of EMN like the organization of the EMN annual conference & other events, the delivery of the EaSI TA programme and the coordination of the respective working groups.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES :**

**1. Advocacy for EMN**

- Execute, in collaboration with the AM, the operational advocacy activities of the organisation.
- Shape EMN's overall advocacy strategy, and participate in strategic discussions with the AM and the EMN Vice-President to determine the best way forward.
- Develop and keep contact with the main relevant EU actors with decision-making responsibilities on microfinance issues at EU level.
- Maintain, when agreed with our members, an indirect facilitation of advocacy at national level for microfinance.
- Elaborate policy papers and other notes that express the sectors opinions about different EU related issues. Correspond about these papers in letters to key individuals.
- Organise and participate in meetings with EU representatives. Actively participate and shape EMN's Advocacy Committee, consisting of our members.
- Screen and map the EU policy agenda on those topics of the interest of the sector in order to anticipate initiatives that can have an impact in its development.
- Screen the different opportunities for projects and calls for proposals coming up at EU level and communicate these to EMN members.

## **2. Other tasks**

- Report on all aspects related to the previous tasks on a regular basis. EMN does a policy digest to members 6x per year, which would also be drafted by the AO.
- Contribute to the content of the EMN newsletters, CRM, website and social media tools.
- External representation of the organization, including occasional presentations and public speaking opportunities. The AO will be asked to travel across Europe as advocacy occasions arise (5% of the time).
- Other responsibilities as determined by the AM.

These responsibilities are not of a limitative character but might evolve over time and are defined together with the employee and the employer.

## **CANDIDATE REQUIREMENTS:**

### **1. Essential requirements**

- Relevant experience (1-3 years) as a policy officer, advocating on European public affairs.
- Experience with microfinance, social finance, or social economy is considered an advantage.
- Knowledge of the EU Institutions and decision-process (EU Institutional set-up and interinstitutional relations) and experience in contacting EU representatives at different levels.
- Special value will be given to particular experience on co-ordination or elaboration of papers and other documents addressed to feed advocacy needs.
- Full professional proficiency in English. Other languages will be considered a plus.

### **2. Other requirements**

- Capacity to work in a small team with an international profile.
- Readiness for travelling (approx. 5% of time)
- Capacity to represent externally the organization.
- Understanding of the role and functions of membership organisations.
- Legally fit to work in the EU/Belgium

## **TERMS OF APPOINTMENT:**

The role will be based at EMN's office at:

Avenue des Arts 7-8  
1210 Brussels - Belgium

This is a full-time role (38h/week) and remuneration will be agreed with the preferred candidate commensurate with skills and experience.

The successful candidate will receive an employment contract under the Belgian law. Holidays of 20 days are available on the first year. In addition, EMN provides a subsidy for travel between home and workplace, meal tickets, hospitalization insurance, bonus scheme and other representation expenses. Homeworking is possible when agreed.

**STARTING DATE:**

As soon as possible.

**HOW TO APPLY:**

Applications should be sent by email to Oscar Verlinden, [o.verlinden@european-microfinance.org](mailto:o.verlinden@european-microfinance.org).

The closing date for applications is 18h00, Brussels time, on 4 March 2020.

Please enclose with your application:

- Curriculum Vitae (maximum two pages)
- Motivation Letter

Failure to provide these documents will lead to an automatic rejection of your application.

All your documents will be treated confidentially and be shared only with the recruitment panel of EMN.

Only the candidates shortlisted for an interview will be contacted during the week of 9 March 2020.

