

EASPD is looking for a *Junior Policy Officer* to join its Policy team to start in November 2018

1. EASPD

The European Association of Service providers for Persons with Disabilities (EASPD) over 15.000 social and health support service provider organisations across Europe and across disability. The main objective of EASPD is to promote equal opportunities for people with disabilities through effective and high-quality service systems, as based on the principles of the UN Convention on the Rights of Persons with Disabilities.

More information about EASPD is available at www.easpd.eu.

2. Job description

We are looking for a junior profile to join the EASPD's headquarters in Brussels. The Junior Policy Officer will work directly with and under the supervision of EASPD's Policy Manager and in close cooperation with other members of the Policy team. The work would involve covering a broad variety of topics:

- the European Pillar on Social Rights and its implementation through the European semester, and the Social Scoreboard
- EU policies and activities impacting the funding and financing of social services
- The implementation of the United Nations Convention on the Rights of Persons with Disabilities, primarily through European and International Policy Frameworks
- European initiatives in the field of inclusive employment, education and early childhood intervention.

The junior profile will be expected to:

- Coordinate EASPD's work related to the European Semester and the European Pillar on Social Rights including the management of a dedicated taskforce
- Develop Policy Papers, briefings, articles and reports on several of the aforementioned policy areas
- Organise policy events at national and European level
- Monitor and other lobbying activities towards the European institutions
- Assist in the management and administration of European projects
- Attend and represent EASPD at external meetings in Brussels and abroad.

Persons with disabilities are particularly welcome to apply for the position.

3. Qualifications/Skills/Experience Required

- University Master's degree in Human Rights, Political Sciences, Social Sciences, Law, Economics, Business Studies or similar degree.
- Good understanding of policy analysis and policy making processes (in particular in the aforementioned Policy Topics (2.))
- Expertise in drafting and analysis of policy and briefing papers, coordinating input from members
- A basic understanding of and commitment to the UN Convention on the Rights of Persons with Disabilities, its principles and what it means for care and support providers
- Proven ability to work successfully both independently and in a team
- Excellent oral and written skills in English (other languages are an asset)
- Excellent knowledge of Microsoft Office
- Experience in the organisation of policy and/or project events would be valuable
- Past professional experience in the field of European affairs is welcomed.

4. Terms of the contract

- 38 hours / week based in Brussels (BE)
- Remuneration according to the sectorial regulations
- Available as soon as possible

5. Application procedure

- Candidates should send their **CV and motivation letter** to Ms Sabrina Ferraina sabrina.ferraina@easpd.eu. The motivation letter should **concisely describe** how the candidate responds to each of the skills required in no longer than 2 pages.
- **The deadline for applications is 24th October 2018. Interviews will take place on the 30th October 2018** either in person (preferably) or via Skype.

Due to the number of applications we expect to receive only selected candidates will be contacted and invited for an interview.

6. Recruitment Data Privacy Statement

- EASPD commits to carefully handle the privacy and data protection of natural persons whose personal data are processed by EASPD.
- EASPD only processes the personal data in a way that is compatible with the purposes for which the data were collected.
- Personal data is collected to facilitate the recruitment process. Data given to EASPD is included in the CV you need to submit for your application to be considered.

- EASPD takes appropriate measures to ensure your personal data is not kept for longer than necessary for the intended purposes. That is why your CV will not be kept by EASPD after the recruitment process is finished. Should you wish EASPD to keep your CV for future vacancies, please include this statement in your cover letter.