



TOGETHER FOR A
**FEMINIST
EUROPE**

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CALL FOR APPLICATIONS

PROGRAMME OFFICER

European Women's Lobby Secretariat Brussels

Preferred start date: May 2022

Deadline for applications: 9th March 2022 23:59 CET

DO YOU WANT TO WORK FOR A FEMINIST EUROPE?

Then you have come to the right place! [The European Women's Lobby \(EWL\)](#) is the largest umbrella network of women's organisations in the European Union, gathering over 2000 women's associations. The EWL has members in 26 EU Member States, three official-candidate countries, Iceland, United Kingdom as well as 17 European-wide member organisations. The EWL campaigns for a feminist Europe, promoting women's rights and equality between women and men in the European Union.

YOU COULD BE THE PERSON WE ARE LOOKING FOR!

We are looking for a **PROGRAMME OFFICER** to support the implementation and development of the EWL's fundraising strategy, in particular in relation to the European Commission.

The EWL is recruiting a reliable, well organised and dynamic Programme Officer to help us raise the funding we need to implement our [organisational strategy](#). The Programme Officer will work closely with the Programme Director, the staff at the Secretariat and the Members of the European Women's Lobby to design and implement our [Financial Resilience and Sustainability Plan](#).

In addition to having the relevant experience in project design and fundraising (outlined below), the Programme Officer needs to be very well organised, systematic and have excellent skills for communicating and establishing trust with colleagues, members, and donors.

As an inclusive feminist organisation, we are seeking to build an organisation that represents Europe in all of its diversity. We believe candidates with diverse experiences and backgrounds bring real added value to our existing feminist culture. As such, we strongly encourage applicants from underrepresented and marginalised groups, sexualities or nationalities to apply.

HOW TO APPLY

Please read the instructions and the role description, necessary skills, and attributes and conditions carefully before you apply. As we often receive a large number of applications, we will give priority to those who can demonstrate that they meet the criteria listed.

You are requested to submit to the European Women's Lobby via email at jobs@womenlobby.org

- Your CV - two pages maximum in Word or PDF. Name your file as 'Last name_CV_PO'
- A two-page cover letter outlining your motivation and your experience relevant to the role. Name your file as 'Last name_cover letter_ PO'

Please keep in mind that only applications transmitted via the correct procedure will be considered.

Closing date for applications is **9th March 2022 23:59 CET**.

Interviews of shortlisted candidates will be held during the week starting **14th March 2020**.

Interviews will be carried out online, through ZOOM.

ROLE DESCRIPTION

Role Title: Programme Officer
Reporting to: Secretary General and Programme Director
Location: EWL Secretariat, Brussels

ROLE:

The Programme Officer's (PO) overall role purpose is to **support the implementation and development of the EWL's fundraising strategy**. The PM will be particularly in charge of managing our relationship with our main funder, the European Commission. The PM will be in charge of applications, monitoring and report of activities to the European Commission as well as play the role of adviser to the Programme Director and the Secretary General on the EC funding programmes.

The PM will also support the Programme Director with internal developments, following the adoption of the new [EWL's Strategic Framework](#) (2022-2026).

More specifically:

1. FUNDRAISING (65%)

To support the design and implementation of the Financial Resilience and Sustainability Plan of the organisation, including coordination of EWL's EC grant applications and reporting and the relations with a range of existing and new funders:

- Management of EWL's European Commission funding application and reporting;
- Support management and development of a diverse portfolio of institutional, private, corporate and hybrid funding resources, including research, outreach and retention including private foundations, individual donors and corporate partners;
- Working in collaboration with colleagues identify and develop programmes for funding for EWL work, through writing project proposals and budgets for existing and new programmes and projects;
- Managing and coordinating pilot projects, delegating tasks to external consultants when appropriate.

2. PLANNING and MONITORING (25%)

To support the development of reinforced planning, monitoring and learning systems and cycles for all of EWL's work, including project design, proposal development and reporting:

- In consultation with relevant colleagues, develop systems to improve the design, monitoring and implementation, of projects and programmes;
- Ensuring quality donor reporting and budget management of funded programmes and projects;
- Together with the Programme Director, works closely with the Policy and Campaigns team to develop programme and campaign goals and objectives, create measurement and assessment tools, and enhance programme design to meet funder needs.

3. CAPACITY BUILDING (10%)

To work closely with the Programme Director develop and implement capacity building and direct support to EWL staff and members on financial sustainability and resilience:

- Provide support and training on resource mobilisation to EWL Teams and Members;
- Work collaboratively with others in the secretariat ensure that fundraising work is integrating with all other areas of work, including overall policy and campaigns work, risk and resource management, finance, membership and communication.

SKILLS & ATTRIBUTES

EWL embraces a feminist culture that imbibes our core [values, vision and mission](#). We are, therefore, seeking a future colleague who will embrace and commit to our EWL Feminist Culture and is aligned with EWL's positions, especially on

male violence against women and prostitution as per the EWL position paper "[Towards a Europe Free from all Forms of Male Violence Against Women](#)".

Essential Qualifications:

- ✓ Commitment to women's rights and equality between women and men
- ✓ Experience in supporting the financial resilience and sustainability of an organisation in a previous or present role
- ✓ Experience in successfully managing and reporting on complex European Commission grants
- ✓ Proven track-record of consistently raising funding from foundations and corporations at EU or international level
- ✓ Financial literacy including an ability to work with complex budgets and financial reporting with donors including narrative and basic financial reporting for donor funded projects
- ✓ Excellent organisational, time management and project management skills
- ✓ Strong communication and interpersonal skills
- ✓ Ability to work independently while being an enthusiastic team player
- ✓ Reliable and diplomatic attitude
- ✓ Proficiency in spoken and written English is essential
- ✓ Background in social justice and European civil society and knowledge of the funding environment for civil society organisations, especially pan-European organisations
- ✓ Minimum of 5 years of professional experience with 3 years of experience in fundraising from the European Commission, foundations, corporations, EU governments and institutions for NGOs (preference for European level NGOs)

Preferred Qualifications:

- ✓ Previous experience in an NGO or social movement/network
- ✓ Familiarity with budgeting and database software
- ✓ Solid IT skills including use of online communication and social media tools
- ✓ Proficiency in spoken and written French

WHAT WE OFFER

- ✓ A great deal of personal autonomy, flexibility, and room for creativity and innovation
- ✓ A friendly and lively multicultural environment in a small team of dedicated feminists
- ✓ Feminist working culture committed to staff development and personal evolution
- ✓ A gross salary of 3,000 EUR/month plus benefits: 13th month, "pécule de vacances", pension (assurance groupe), hospitalisation insurance, lunch vouchers and reimbursement of local transportation
- ✓ A long-term contract under Belgian law starting May 2022



EUROPEAN WOMEN'S
LOBBY
EUROPEEN DES FEMMES



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