



A European Non-Governmental Organisation in official liaison with  
European Parliament, European Commission and the Council of Europe

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## Policy Assistant – JOB ADVERT

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- Position:** Policy Assistant
- Reports to:** Policy Officer and Executive Director
- Salary:** 2,000-2.500 Euro gross per month (depending on experience)
- Contract:** Full-time Belgian contract (38 hours, initially until 31<sup>st</sup> of December 2017, permanent contract thereafter, dependent on positive evaluation and funding available)
- Benefits:** Annual public transport pass (train or metro/bus within Brussels) from and to the office covered by employer
- Annual leave:** 20 days
- Based in:** Brussels, Belgium
- Starting date:** As soon as possible, but no later than the 27<sup>th</sup> of February 2017.

The European Union of the Deaf (EUD) is a European not-for-profit umbrella organisation whose membership comprises National Associations of Deaf people in each of the EU Member States. Established in 1985, EUD is the only organisation representing the interests of Deaf sign language users at European level. EUD maintains EU level dialogue with European Union institutions, in consultation and co-operation with its members.

EUD is seeking a dynamic and motivated Policy Assistant with outstanding knowledge of international sign language, written English, the EU legislative framework, disability and equality legislation, and the UN Convention on the Rights of Persons with Disabilities. The ideal candidate has minimum one to two years of experience of working in a comparable position in an NGO, the European Union institutions, or at national level. The commitment to a human rights/social model approach to deafness and disability as well as impeccable external representation skills are essential.

This position is not a 9-5 job; it may include some evening and/or weekend work, as well as a considerable amount of European travelling. Your working pattern may change from week to week to meet the needs of a fast-paced European environment.

EUD is an equal opportunities employer and strongly encourages people who speak sign language to apply. The EUD office is a full signing environment with interpreter to ensure the communication is intact. The main written office language is English.

## **A. Main Purpose of the Position**

- To support the implementation, steering, and shaping of EUD's policy and advocacy work at EU level;
- To support the EUD policy officer in his/her political work;
- To support the provision of political intelligence to EUD staff, Board, and its members.

## **B. Main Tasks**

*All tasks are to be implemented on the basis of policy decisions made by the EUD General Assembly and the EUD Board. The concrete distribution of the below policy tasks between staff members working on policy will occur in discussion with the policy officer and the executive director, according to the qualifications and experience of the chosen candidate.*

- To support the monitoring of EU developments, policies and actions in relation to deafness, sign language, and disability
- To support the policy officer in alerting EUD to threats and opportunities for the Deaf community across the European Union
- To provide support in developing and implementing campaign and advocacy strategies (in co-operation with the Policy and the Communication & Media Officer)
- To assist in providing user-friendly information for EUD members on EU policy initiatives
- To support the policy officer in researching and editing EUD publications and surveys
- To attend the UN CRPD Committee sessions in Geneva
- To support co-operation with European-level NGOs, such as the European Disability Forum
- To support the coordination of EUD's political approaches and relations with external bodies
- To support liaising with the European Parliament Disability Intergroup
- To act as a source of advice on the EU legislative procedures and UN human rights instruments
- To support the development of position papers and writing of regular policy and academic articles and reports, as requested
- To conduct any other policy task, as required by the Board and/or General Assembly as well as the staff

## **C. Qualifications and Experience Required**

### **1. KNOWLEDGE**

#### **Essential**

- Substantial knowledge of the EU institutional framework and the UN CRPD
- Outstanding knowledge of disability and equality legislation at European level
- Thorough knowledge of sign language legislation
- University degree (at least Bachelor level)

## **Desirable requirements**

- University degree (Master level)
- European policy, law, human rights law or disability law degree

## **2. SKILLS/ABILITIES**

### **Essential**

- Excellent written (and, where appropriate, spoken) English skills
- Excellent communication skills in at least one European sign language and International Sign
- Understanding of deaf people's rights-based approach to sign language legislations and the ability to implement these values in the work of the post
- Ability to work in a small, busy team
- Ability to work independently after minimal introduction
- Analytical skills and ability to assimilate and process information on a wide variety of issues and for a wide variety of audiences
- Ability to prepare presentations for a large range of audiences
- Ability to manage a complex workload, to plan and prioritise

### **Desirable**

- Knowledge of other European (sign) languages

## **3. EXPERIENCE**

### **Essential**

- At least one to two years of comparable professional experience in a European NGO or EU institution, or in a comparable position at national level
- Experience of policy and advocacy work in EUD's fields of work

### **Desirable**

- Two years or more experience in similar position
- Experience of working with the UN CRPD parallel reporting process at national level

## **Application procedure**

For applications to be valid, candidates must submit:

- Detailed Curriculum Vitae **no longer than 2 pages**;
- Letter of motivation **no longer than 1-2 pages**;
- Name and contact details of at least two references of which at least one must be your last or current employer;
- Earliest possible starting date.

The CV and motivation letter must be sent in written English.

**Closing date for receipt of applications is 12.00 (noon) on Tuesday, 31<sup>st</sup> of January, 2017. Interviews will be held shortly thereafter, on Wednesday 8<sup>th</sup> of February 2017. Applications must be sent to the current EUD Policy Officer, Katja Reuter at [katja.reuter@eud.eu](mailto:katja.reuter@eud.eu). Please indicate "Application EUD Policy Assistant" in the subject line.**