

INTERNATIONAL CONSULTANT

Post title:	International Advocacy and International projects consultant
Hours:	Part time (20 hours/week)
Location:	Home based (presence in international fora required)
Salary:	Remuneration is commensurate with experience (starting from € 2,800 to € 3.300 gross/month)
Starting date:	January 2024

THE ORGANISATION

The Coppieters Foundation is a European Political Foundation, recognized as such by the European Parliament since 2007. Coppieters Foundation is a think tank focusing on European affairs. Our aim is to observe, analyze, and raise awareness about issues of special interest for the foundation and its members, including the principle of subsidiarity, minority rights, the right to self-determination, democratic values, social justice, sustainability, and gender equality. We act as a platform for dialogue between the academia, think tanks, political foundations, civil society and the European institutions.

The Coppieters Foundation is seeking to hire a part-time Consultant to run part of the global advocacy strategy and international campaigns and projects for a period of maximum 5 years as of January 2024.

THE POSITION

The International Advocacy and International project manager will support outreach efforts at a global level for projects in the field of cultural and linguistic diversity, collective and minority rights, multi-level governance, decentralization, state and constitutional reform, statehood processes, self-determination, migration, social justice, and peace studies. This position is an opportunity to join an organization where every person counts and to contribute to European public policy issues from a diversity perspective.

The selected candidate will also be responsible for internal and external communications and information-sharing, network management, and liaising with international audiences, mainly international organisations.

The Project Manager will receive guidance from, and report to, the Coordinator/Acting Coordinator, and will frequently liaise with Coppieters Foundation members and researchers, project partners, the European Free alliance (EFA) and the European Free Alliance Youth (EFAY). We work directly with the Greens-EFA group at the European Parliament.

DUTIES AND RESPONSIBILITIES

Project management:

- Assist with the development and implementation of the yearly work programme and ensure progress of international projects,
- Help with the organisation, preparation and logistics of project events (this includes - but is not limited to - booking venues, coordinating participants' travel and accommodation, preparing outreach and registration lists of participants, post-event tasks);
- Produce documents for events, including programs, background notes, leaflets, press kits and any other required documents;
- Coordinate researchers, compile studies into policy papers or research publications, conduct initial quality check, and liaise with suppliers (translators, copy-editors, proof-readers, graphic designers and printers) to ensure publication is on time and budget.

Advocacy, Communications and outreach:

- Identify opportunities to increase Coppieters' international reputation
- Identify and engage with potential partners at an international level.
- Assist in the development and implementation of a communications strategy with focus on International affairs.
- Assist in the building relationships with media, including disseminating press releases, organising press conferences, preparing press kits and setting up media interviews;
- Assist in compiling and monitoring web and social media statistics according to success indicators of the strategic plan;
- Update databases and information systems, ensuring GDPR compliance.

Network management:

- Outreach and advocacy to increase presence of Coppieters Foundation at a European and Global level.
- Booking venues, catering, technical assistance, interpretation, travel arrangements and accommodation for members;

Administration:

- Assist the Coordinator/Acting Coordinator and Finance Officer with operations at a global level.
- Assist with the organisation of network meetings (an annual meetings) and working documents;

PROFILE SPECIFICATIONS

The position is open to all graduates with an academic background in European affairs, international relations, political science, law, economics, or a related field.

We highly value diversity in our team and we consider it key to the success of the organization.

Required:

- Educated to at least a Master's level
- Multilingual and fluent in either English or French
- At least 5 years of working experience (internships/traineeships included)
- Knowledge of the functioning of EU institutions and European policy-making
- Knowledge of the functioning of the UN system and interest representation at a global level.
- Good understanding of human rights
- Good understanding of project management methodologies
- Ability to manage multiple projects simultaneously, prioritize tasks and respect deadlines
- Good oral and written communication skills
- Excellent attention to detail
- Fully computer literate
- Team player and independent
- Proactive, quick learner with a positive "can do" attitude
- Sympathetic to the goals of Coppieters Foundation

- Respect for diversity and equality

Desirable:

- Familiarity with topics of interest to Coppieters Foundation: cultural and linguistic diversity, collective and minority rights, multi-level governance, decentralization, constitutional reform, self-determination, migration, social justice or peace studies
- Knowledge of other European languages, including minority languages
- Experience working in a transnational network at the European level
- Familiarity with web and social media management

APPLICATION PROCESS

Interested applicants should submit their **CV and motivation letter** no later than midnight (CET) on **24 November 2023** to info@ideasforeurope.eu with the subject line "Coppieters International Advocacy 2023: your name".

Your personal data will be processed solely by Coppieters Foundation and only for the purposes of completing the recruitment procedure. It will be stored safely and securely. To ensure GDPR compliance please include the following sentence to the body of your email confirming your **consent**: "I agree to Coppieters Foundation processing data for the purpose of the selection procedure".

Review of the profiles is scheduled to take place between November and December 2023.

Note that Coppieters Foundation is an equal opportunity employer and does not discriminate on the basis of origin, religion, gender, disability, and/or sexual orientation. We welcome applications from women and/or individuals from minority or marginalised groups.

REMUNERATION

Remuneration will be commensurate with experience. Starting from € 2,800 to € 3.300 gross/month.

Please include your desired salary in your expression of interest, motivation letter or email.

Please note that this will be taken into account for the selection procedure.