

## Inclusion Europe

The European Association of Societies of  
Persons with Intellectual Disabilities and their Families



Inclusion Europe

Job title: **Policy officer**  
Job type: **Policy development, Policy, Advocacy**  
Reports to: **Executive director**  
Management of: **May be required to supervise trainees or volunteers**

## Purpose of the job

To develop policies and implement actions in policy areas that are a priority for Inclusion Europe.

The Policy Officer develops, coordinates and implements policies and actions of Inclusion Europe under the supervision of the Director primarily in, but not limited to, the following policy areas:

- Legal capacity and access to justice
- Inclusive education
- Independent living
- Accessibility
- Self-advocacy
- Non-discrimination
- Social Inclusion
- Employment
- Family support

The Policy Officer engages Inclusion Europe's members and stakeholders in the policy making process.

The Policy Officer promotes the adoption of Inclusion Europe's priorities and policies in the policies and documents produced by key stakeholders at European level.

The Policy officer develops project opportunities to further the policy priorities of Inclusion Europe. The Policy officer may be required to manage policy oriented projects.

## Key roles

### Policy development

The Policy officer leads a policy development process in priority areas of Inclusion Europe. The Policy officer engages with membership and key stakeholders, and cooperates with Executive director and other colleagues.

### Performance indicators

- Delivers policy papers, studies or resources in relevant areas based on Inclusion Europe's workplan.
- Gathers input from members and key stakeholders, engages them in policy development process, with a view to ensure common positions on all relevant topics
- Cooperates with working groups and other bodies of Inclusion Europe to develop policies and specific outcomes.

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- Develops and coordinates the policy input of Inclusion Europe and its members into the CRPD implementation process.
- Monitors and is engaged in policy processes of members and relevant stakeholders, including the European institutions, the Council of Europe, and European NGOs.
- Communicates to members European policy developments and its relevance to people with intellectual disabilities and their families.
- Informs colleagues and members on relevant developments.

### **Policy application, actions, advocacy**

Based on the knowledge of relevant policy issues and processes, the Policy officer contributes to the development and implementation of new actions and project proposals consistent with Inclusion Europe's priorities.

#### **Performance indicators**

- Implements relevant actions and delivers outcomes based on Inclusion Europe's workplan.
- Contributes to the development of advocacy campaigns at European and international level.
- Engages with stakeholders and influences their policies and actions to reflect priorities of Inclusion Europe.
- Promotes Inclusion Europe policies by speaking at conferences, participating in workshops etc.
- Contributes to the development of proposals for project funding to the European Commission and other donors.
- Identifies opportunities to apply Inclusion Europe's policies into practice, including identifying funding opportunities.

### **Key Role: Project Manager**

The Policy Officer will contribute to the development of projects falling under his/her policy areas. In cooperation with other colleagues and with project partners, the Policy Officer will ensure that projects are effectively managed and implemented.

#### **Performance indicators:**

- Contributes to the running of existing Inclusion Europe projects in their areas of expertise
- Communicates effectively with project partners as well as with other stakeholders and the European institutions
- Contributes to organizing project events
- Collaborates with colleagues and partners to develop project deliverables

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### **Cooperation, coordination, team play**

The Policy officer takes responsibility for his/her own work and is expected to work effectively and collaboratively with all colleagues to build good relationships that enable the achievement of performance objectives.

#### **Performance indicators**

- Works in a way that supports the values of inclusion of all people, valuing difference and promoting diversity. Actively seeks to include people with an intellectual disability and families in the work in a meaningful and appropriate way.
- Supports and coordinates working group(s) and other bodies of Inclusion Europe involved in policy development.
- Takes responsibility for his/her own performance and development, identifying opportunities to develop knowledge, skills and performance.
- Is committed to improving the team's performance through contributing good ideas and solutions and helping colleagues to do their job well.
- Develops positive working relationships with key stakeholders, developing relationships that benefit their work and support the work of others.
- Demonstrates commitment and reliability to the team and takes over some general administrative duties to support the running of the Secretariat.

Policy officer may be required to travel in Europe and, when necessary, beyond.

## **Person Specification**

Professional background in policy development or advocacy, at European or national level. Experience in the intellectual disability field would be a strong advantage.

E = Essential / D = Desirable

### **Qualifications**

E MA degree or equivalent in relevant field (Human Rights, European studies, Political Science, Disability Studies, Social Studies etc.)

E Permission to work in Belgium: EU nationality, or work permit at the date of application

### **Skills/competence requirements**

E Ability to develop policies at European level and to support them with advocacy activities

E Ability to develop and maintain effective relationships with a variety of stakeholders

E Ability to communicate clearly and concisely in English and French both orally and in writing for a range of audiences

E Strong computer skills, especially in MS Office applications

E Ability to plan, prioritise and organize a complex workload

E Excellent communication, networking, and inter-personal skills

E Problem-solving capacity and ability to see the bigger picture

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- D Ability to work in other European languages
- D Project management skills
- D Autonomy and ability to work in a small, multi-cultural team

### Experience

- E Experience in disability policy development or advocacy at national or European level
- D Experience in engaging with members, stakeholders and others groups in policy development and application
- D Experience with EU-funded projects

### Knowledge

- E Sound knowledge of European institutions and EU decision-making
- E Knowledge of disability issues
- D Knowledge of how to use Social Media platforms and other networking tools

## Other relevant information:

- The position is full-time, with a Belgian employment contract that includes payment for a thirteenth month.
- The monthly remuneration is € 2,612.5. Luncheon vouchers and travel to work allowances available as applicable.
- The position is based in Brussels, Belgium.

## Application process

Applications (filled in the application form) should be sent to [recruitment@inclusion-europe.org](mailto:recruitment@inclusion-europe.org). Applications without the fully filled in application form will not be considered.

**Deadline for submitting the application is 1 March 2017 at 8.00 o'clock Brussels time.**

We will confirm receiving a fully filled in application form by e-mail. We will not reply to e-mails which don't have the full application form filled in.

We will notify and invite applicants for interviews. We reserve the right not to notify those candidates not selected for interviews. The invitations will be sent by 6 March 2017.

**Interviews will be on 15 or 16 March 2017.** We advise candidates that these dates are definitive and are not for discussion. Interviews will take place in Inclusion Europe's office at 55 Rue d'Arlon, Brussels.

All interviewed candidates will be notified of the result of their application by e-mail within 7 days of the interview.

The offer of work contract for the successful candidate is subject of receiving satisfying references.

The eventual work contract will start as soon as possible (allowing for arrangements on candidate's side).