



Call for Policy Officer Human Rights, Equality and Training

The European Youth Forum (YFJ) is recruiting a Human Rights, Equality and Training Policy Officer.

S/he will work under the coordination of the Head of the Policy Development and Advocacy Department and the Secretary General, and will be responsible for the development of Human Rights, Equality and Training policies at the European Youth Forum.

The Youth Forum is the representative platform of 95 National Youth Councils and International Non-Governmental Youth Organisations from all over Europe and works for the benefit of all young people in Europe.

TASKS

Human Rights and Equality

- Monitor Human Rights and Equality policies and their relevance and impact for youth organisations and young people, especially on the issues of: Intercultural Dialogue, Inter-religious Dialogue, Non-discrimination, Equality and Gender Equality, Anti-racism;
- Facilitate the work of the non-permanent YFJ working structures dealing with Inter-religious dialogue and with Gender Equality;
- Promote the Human Rights and Equality Policy of the European Youth Forum to decision-makers, through advocacy and networking, and by attending meetings and conferences;
- Develop an internal and external policy on Human Rights and Equality, including Gender Equality;
- Organise and run international meetings and projects on the issue;
- Liaise with YFJ Member Organisations and other organisations working in the field of Human Rights and Equality.

Training

- Monitor Youth Training policies and their relevance for youth organisations and young people;
- Monitor European level training programmes (in the Youth in Action programme, in the Council of Europe youth sector) and promote the YFJ Training Policy to the stakeholders at European and at national level;

- Develop the European Youth Forum Training Policy internally and externally;
- Organise annually several training and capacity building events for the Pool of Trainers of the European Youth Forum;
- Manage the Pool of Trainers of the European Youth Forum, facilitate its work, and ensure the use of the Pool of Trainers by the European Youth Forum members and partners by :
 - Identifying training needs in relation with the event organiser,
 - Organising the open and transparent selection process of trainers,
 - Ensuring the evaluation of the trainers' work and support for the development of their skills.
- Liaise with Member Organisations and other organisations working in the field of Youth Training.

GENERAL TASKS

- Contribute to the development of the policies of the European Youth Forum, in co-operation with the members of the Policy Development and Advocacy Department, under the responsibility of the Head of Department;
- Draft briefings, reports, working and strategy papers;
- Write articles for internal and external European Youth Forum publications.

PROFILE OF APPLICANTS

- University degree in political or social science/humanities is strongly desirable but can be compensated by relevant NGO experience;
- Extensive experience in organising international meetings and youth/education projects;
- Ability to work under own initiative as well as within the team of the Policy Development and Advocacy Department;
- Ability to work flexible hours, and on weekends, when required;
- Ability and willingness to travel frequently;
- Willingness to live in Brussels or its surroundings.

SKILLS REQUIRED

- Knowledge of the main aspects of European Human Rights and Equality policies;
- Knowledge of the European Union, Council of Europe and United Nations' policies regarding Human Rights and Equality;
- Knowledge of the main actors in European youth policy and of European youth training;
- Capacity to manage several projects simultaneously and to prioritise work;

- Capacity to facilitate working meetings and seminars. Training skills are an asset;
- Ability to research, collate, analyse and summarise information;
- Capacity to work with people from different social and cultural backgrounds;
- Good writing and communication skills in English and/or French, written and spoken excellence in one is essential, and knowledge of the other is desirable. Knowledge of other languages is a plus;
- Computer literacy, specifically in MS Office.

TERMS OF THE CONTRACT

The duration of the contract is five years. The monthly gross salary is 2.400 EUR. A relocation package, hospitalisation insurance and other benefits are available.

The candidate is expected to start ideally in November. Interviews will take place in October in Brussels. Due to the high number of applications usually received by the YFJ, only candidates short-listed for interviews will be contacted.

A CV and a letter of application should reach the Secretary General, Diogo Pinto, European Youth Forum, 120, rue Joseph II, B-1000 Brussels, fax +32 2 230.21.23, e-mail: recruitment@youthforum.org **by 12 October 2007**

The European Youth Forum aims to ensure that no job applicant or employee receives less favourable treatment on the ground of race, colour, nationality, religion, ethnic or national origins, gender, marital status, caring responsibilities, sexual orientation, disability or chronic illness.