



EUROPEAN UNION OF THE DEAF

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

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 31st of December 2021, possibility to extend the 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: Remotely but the applicant must have legal residence in Brussels, Belgium

Starting date: As soon as possible.

Based in Brussels, Belgium, EUD is a European non-Governmental organisation (ENGO) whose members comprise of National Associations of the Deaf (NADs). It is the only supranational organisation representing Deaf people at European level and is one of the few ENGOs representing associations from all of the 27 EU Member States, in addition to EFTA countries: Iceland, Norway Switzerland and the United Kingdom. EUD maintains EU level dialogue with European Union institutions, in consultation and co-operation with its members NADs. EUD is a full member of the European Disability Forum (EDF) and is a Regional Co-operating Member of the World Federation of the Deaf (WFD), and also has participatory status with the Council of Europe (CoE). EUD is a recipient of a REC grant from the Directorate General Employment, Social Affairs and Inclusion, of the European Commission (DG EMPL).

EUD is seeking a dynamic and motivated Policy Assistant with excellent knowledge of the EU legislative framework, disability, non-discrimination and accessibility legislation, and the UN Convention on the Rights of Persons with Disabilities as well as excellent spoken and written English. The ideal candidate has one to two years of experience of working in a comparable position in an NGO, at 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.

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 use one of the national sign languages to apply. The main office languages are International Sign and (written) English. Hearing staff is expected to learn a national sign language.

1. 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 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 the 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 support co-operation with European-level NGOs, such as the European Disability Forum;
- To support the coordination of the EUD's political approaches and relations with external bodies;
- 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

- Excellent knowledge of the EU legislative framework and the UN CRPD;
- Outstanding knowledge of disability, non-discrimination and accessibility legislation at European level;
- Knowledge of sign language legislation;
- European policy, law, human rights law or disability law degree (Master level).

2. SKILLS/ABILITIES

Essential

- Excellent written and spoken English skills;
- Understanding of deaf people's rights-based approach to sign language legislation 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

- Good knowledge of other European spoken languages;
- Knowledge of a European sign language and/or International Sign;

3. EXPERIENCE

Essential

- At least one year 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 12noon on Friday, the 19th of March 2021.

Interviews will be held shortly thereafter, on Wednesday the 24th of March 2021.

Applications must be sent to the Executive Director, Mark Wheatley at mark.wheatley@eud.eu. Please indicate “Application EUD Policy Assistant” in the subject line.