



Lifelong Learning Platform - European Civil Society for Education is looking for a **Policy & Advocacy Coordinator**

The [*Lifelong Learning Platform*](#) (LLL) is an umbrella organisation that gathers over 40 European organisations and networks active in the field of education, training and youth, based all over Europe and beyond. LLLP aims to voice citizens' concerns about education and lifelong learning. The Platform promotes a holistic vision of lifelong learning. If you are interested to embrace such an aim, you are welcome to express your interest in this new opening.

The Lifelong Learning Platform is looking for a highly motivated dynamic team player, able to work within a multicultural environment and willing to be flexible but also able to stick to tight deadlines. The candidate should have a strong interest in education and lifelong learning. The position requires both technical and analytical skills, an eye for detail and motivation to look for solutions in a membership based organisation.

Job description and tasks

- Monitor EU policies in the field of education, skills and related areas;
- Research, write and develop reports and policy documents relating to the work of the organisation and its members;
- Produce high-quality and persuasive content on relevant policy developments and contribute to the development of LLLP policy such as drafting position papers, policy briefings, information notes and other strategic documents;
- Contribute to developing and implementing advocacy action plans and strategies;
- Monitor research studies in the field to develop evidence-based advocacy;
- Produce high quality responses to consultation exercises from the EU institutions;
- Work with colleagues (Communication, Projects etc) to implement and evaluate multi-disciplinary strategies;
- Liaise with member organisations and keep up to date with their policy concerns / activities;
- Contribute to external representation towards EU institutions and other stakeholders in the field of education, skills and related areas.

Qualifications

- Minimum 3 years of relevant experience;
- A degree or relevant experience in at least one, preferably several of the following areas: European Studies, Political Sciences, Educational Sciences, Lifelong Learning or related fields;
- An excellent command of the English language (spoken and written) to native or near-native level;
- Excellent writing and editing skills.

Transversal competences

- Strong organisational skills and flexibility;
- Excellent interpersonal skills within a multicultural environment;
- At ease in public speaking and representation;
- Being action-oriented, self-motivated, responsible, creative and willing to take initiative;
- Proven ability to network and work appropriately with internal and external stakeholders;
- An eye for detail and ability to work to deadlines (even under pressure);
- Problem-solving and strategic thinking.

Essential

- Knowledge of the EU institutions and policy-making processes, preferably acquired through previous work and life experience (job/internship/volunteering)

Highly valued

- Knowledge of European and international institutions and stakeholders active in the field of education;
- Experience of working or volunteering in/or with civil society, membership based organisations or the non-profit sector in general;
- Ability to translate complex political/policy issues into appropriate messages and understandable language;
- Interest in lifelong learning and education policies.

Terms and conditions

Position: Policy and Advocacy Coordinator

Reports to: Director

Capacity: Full-time (38hrs/week)

Location: Rue de l'Industrie 10, 1000 Brussels, Belgium

Duration: 1 year with a possibility of renewal to permanent

Gross salary: Depending on experience (13.8 months/year)

LLLPL also provides meal vouchers & monthly local public transport as well as 5 extra-legal holidays in addition to 20 regular holidays/year.

Application process

- Please submit your application by email to vacancy@lllplatform.eu with the email subject **LLLPL Application for Policy and Advocacy Coordinator**
- The application should contain:
 - **CV** - We encourage interested candidates to attach their portfolio to the application or hyperlink their CV if applicable.
 - **Cover Letter** - For the cover letter please strictly respond to the following questions
1. What you would bring to the organisation; 2. Give a few examples of your main achievements; 3. How you understand working for a membership-based organisation; 4. What you can bring to us and what we can bring to you.

Recruitment Procedure and Information for applicants

<u>Closing Date</u>	<u>Test for shortlisted candidates</u>	<u>Interview dates</u>	<u>Aimed start date</u>
21 August midnight CET	25 August	7-11 September	1 October 2020

Read carefully : Important information for all candidates

LLLP does not sponsor work permits. The candidates should be eligible to work in Belgium.

Only shortlisted candidates will be contacted. We thank all candidates in advance for applying.

We are accepting applications on a rolling basis.

Your application will be kept in the strictest confidence within 6 months unless requested otherwise.

A selection committee composed of Director and Steering Committee members will assess your application.