

## Job Vacancy

# Advocacy Advisor

## Brussels

CECOP, the European Confederation of Cooperatives active in industry and services, is looking for an Advocacy Coordinator to join an international team based in Brussels.

### About the employer

CECOP associates 27 member organizations from 16 European countries and represents approximately 40,000 cooperative enterprises, employing over 1,3 million workers. CECOP is the voice of its members, mainly vis-à-vis European institutions, as well as other European-level organizations. Besides advocacy and promotion of cooperatives in industry and services, a crucial role of CECOP is also to facilitate networking, information exchange, and development for its members. CECOP represents democratically owned and managed enterprises, contributing to sustainable and inclusive growth while combining economic performance and social progress.

CECOP also hosts and manages the secretariat of CICOPA, the global organization of cooperatives active in industry and services.

You can find more information about CECOP and CICOPA here:

[www.cecop.coop](http://www.cecop.coop)

[www.cicopa.coop](http://www.cicopa.coop)

### About the function

The Advocacy Advisor will work on developing and implementing CECOP's advocacy activities toward EU institutions mainly but also toward the non-institutional policy makers, as defined in the [strategic plan](#). The Advocacy Advisor, like the rest of the staff, will also contribute to the activities of CICOPA.

### **Main tasks and responsibilities**

- Develop and implement the advocacy strategy for CECOP (Europe) and monitor policy developments for CICOPA (world level)
- Promote and represent CECOP in front of EU institutions and relevant stakeholders
- Develop policy documents, reports, and publications in collaboration with members and other partners
- Monitor EU and international policy developments
- Collaborate with current and potential partners, including cooperative and social economy organizations, and civil society organizations
- Organize events (conferences, workshops, trainings, etc.)
- Ensure effective project management, including budget management
- Coordinate external communication activities and contribute to research/analytical activities

### **Candidate's profile**

- Master's degree in a relevant field (political science, economy, social science, law, international or EU affairs)
- Previous experience of minimum 2 years in charge of policy/advocacy in a European or international organization
- Sound knowledge of different institutional partners (EU and UN institutions) and of the EU decision making process
- Interest and/or experience in the cooperative movement is a strong asset
- Experience in a membership-based organization is an asset

### **Required skills**

- Excellent spoken and written English
- knowledge of Spanish or French is a strong asset
- Ability to negotiate and network
- Strong written and oral communication skills, confident public speaking
- Ability to research, collect, analyze, and summarize information
- Capacity to organize one's work agenda autonomously and proactively, managing multiple deadlines with consistency and accuracy
- Adaptability to different environments with an international and multicultural mindset
- availability to travel occasionally
- Flexibility and capacity to work in a team

The candidate must have a valid work permit for Belgium or be an EU national.

### **What we offer**

We offer a full-time 12-month fixed term contract, with the possibility to extend it to an open-ended contract. The gross monthly salary is from 2,700 EUR to 3,000 EUR, depending on previous experience. Public transport within the Brussels region, meal vouchers, eco-vouchers, hospitalisation insurance, and additional benefits are provided. CECOP is part of the Employers Joint Committee 335 (*commission paritaire*).

CECOP offices are in Brussels. The team works mainly on-site with a combination of on-site/remote working. We are looking for a candidate to join our team as soon as possible.

### **Application procedure**

Applicants should send to [cecop@cecop.coop](mailto:cecop@cecop.coop) by **20 August 2023 (midnight)**:

- **A CV**
- **A cover letter (max 1 page) stating the earliest date they would be able to start and the notice period (if applicable)**

The documents should be sent in one PDF. In the subject line of your email please indicate: "Advocacy Advisor Application". Selection interviews are expected to be held in Brussels in September.