



Job Title: Project & Advocacy Officer

Reports to: WFTO-Europe Regional Coordinator
Staff reporting: supervision of volunteers and freelance consultants may be required
Contract: Part-time (19 hours / week), permanent contract (CDI)
Remuneration: Salary of 1300 EUR gross + meal vouchers and transportation allowance
Location: Brussels
Timeline: to start as soon as possible

BACKGROUND

WFTO-Europe, is formed by 110 members, the majority of which is social businesses fully practising Fair Trade, and among others also Fair Trade networks and support organisations. It represents the European branch of the World Fair Trade Organization (WFTO), but is a legally independent organisation based in Brussels, Belgium.

KEY TASKS

Project and Grant management

- To lead the implementation of current and future WFTO-Europe projects (e.g. Erasmus+, DEAR, research projects, and the like) working closely with other partners (members of other Fair Trade organisations).
- To promote campaign and awareness-raising activities (in the context of projects).
- To organise project meetings, conferences and other possible events.
- Manage corresponding budget of projects, keeping accurate records in close collaboration with the Coordinator.
- To regularly report progress against objectives to the Regional Coordinator.

Event organisation and fundraising

- Organisation of events aimed at raising awareness on Fair Trade and WFTO's vision, as well as gatherings for members and/or other stakeholders (online or physical).
- To support the team in researching and applying for funding opportunities.

Advocacy

- To monitor and identify relevant EU policies
- To align with the Fair Trade Advocacy Office on Fair Trade movements policy work on EU level

PERSON SPECIFICATIONS

- A strong commitment to Fair Trade and the WFTO Fair Trade principles.
- A bachelor's degree (or higher) in a relevant field (development, international relations, social sciences, political science, etc.)
- High degree of independence and self-motivation.
- Excellent oral and written communication skills, including proven strong writing skills.
- Aptitude for working in a small, international team with diverse cultural backgrounds, and for working with colleagues remotely.
- Excellent spoken and written English

OTHER "GOOD-TO-HAVES"

- Experience with organising events and raising awareness activities/campaigns.
- Experience with managing EC grants or other kinds of grant-based projects is desirable.
- Experience with managing volunteers and/or interns would be an asset.
- Fluency (spoken and written) in other European languages (especially French) would be an advantage.

APPLICATION PROCESS

Please send your CV and a motivation letter (max. 1 page) no later than **15th of October 2023 (midnight)** to projects@wfto-europe.org. Interviews are foreseen on the 19th and 20th of October.