

Job description: European Policy Advisor (Fixed Term Contract)

Alliance Mission: Stop AIDS NOW! (SAN), the Netherlands, and the International HIV/AIDS Alliance (the Alliance), UK, have formed a partnership, Stop AIDS Alliance (SAA) to represent the work of the two organizations towards the EU institutions in Brussels.

The mission of Stop AIDS Alliance is to work towards the development and strengthening of comprehensive EU policies and effective implementation with regard to the EU's global response to HIV/AIDS and health. Stop AIDS Alliance monitors and challenges the current policies, programming and practices that govern how the EU Institutions direct and support work on HIV/AIDS and health globally, with a strong focus on developing countries.

Job Reports to: Head of EU Policy

Direct Reports: N/a

Main function: The European Policy Advisor is responsible for carrying out the policy and advocacy activities agreed in the annual work plan of Stop AIDS Alliance, under the supervision of the Head of EU Policy and with support of the European policy assistant. He/she will have considerable autonomy and must regularly use initiative within the team. The role also includes representational and communication activities acting as a focal point for information. This will include attending and presenting at external meetings, collaborating with other civil society organisations in Brussels and some EU Member States and playing a leading role in NGO (informal) working groups. The European policy advisor will also be responsible for ensuring continuous communication with colleagues in the International HIV/AIDS Alliance and Stop AIDS Now! and keeping them up-to-date on relevant EU Issues, including through the Stop AIDS Alliance newsletter and website.

Location: The Stop Aids Alliance office in Brussels, or other local office as appropriate.

Travel: Regular international travel

Responsibilities:

1. Thematic based policy work

Objective: *To ensure Stop AIDS Alliance's policy and advocacy work is high quality and achieves high impact.*

- Plan and implement specific policy/advocacy projects, under supervision of the Head of EU Policy

- Take part in and initiate policy analysis to enable Stop AIDS Alliance to develop informed and effective policy positions.
- Build appropriate partnerships with other organisations and working groups to engage in joint policy and advocacy actions, and to work on specific policy projects
- Produce accessible and accurate policy briefs, policy reports and papers on thematic work, which represents the collective policy positions of the two organisations that SAA represents.

2. Strategising and planning

Objective: Support the development of a comprehensive Stop AIDS Alliance advocacy strategy and annual work plan

- Support the strategising, planning and co-ordination of Stop AIDS Alliance's advocacy work;
- Support the strategising, planning and coordination of the Concord HIV group work
- Take part in organisational planning meetings at Stop AIDS Now! and the International HIV/AIDS Alliance

3. Representational work

Objective: To accurately and accessibly represent the work of Stop AIDS Alliance towards external stakeholders.

- Build sustainable relationships with policy makers from the EU institutions and key EU Member States
- Ensure strong and effective working relationships with relevant civil society in Brussels and key EU Member States

4. Communications work

Objective: To ensure that there is a high level of communication with Stop AIDS Now! and the International HIV/AIDS Alliance to keep colleagues informed about relevant EU developments and Stop AIDS Alliance's

- Regularly update Stop AIDS Now! and the International HIV/AIDS Alliance about progress being made on the implementation of Stop AIDS Alliance's work plan.
- Ensure keeping the Stop AIDS Alliance website up to date, lead on the timely dissemination of the Stop AIDS Alliance newsletter and contribute on a regular basis to communication tools of the two partner organisations.

5. Research for policy purposes

Objective: to ensure that the policy work of Stop AIDS Alliance is informed by the most up-to-date research and data available.

- Keep up to date on EU and global policy developments with regard to HIV/AIDS and the health MDGs.
- Carry out background research to enable Stop AIDS Alliance to develop informed and effective policy and advocacy messages

6. Miscellaneous

- Maintain good relations with Stop AIDS Now! and the International HIV/AIDS Alliance's partner organisations and external agencies;
- Represent Stop AIDS Now! and the International HIV/AIDS Alliance in appropriate fora and in the media;
- Provide support to team members and other teams according to need
- Undertake other duties as required.

Person Specification
European Policy Advisor

	Essential	Desirable
Qualifications/Education/ Knowledge	Educated to degree level in a related field e.g. development studies, international relations, European studies and/or relevant experience.	Relevant post graduate qualification and/or relevant experience.
	Strong interest in and knowledge of HIV/AIDS and health related issues	Sound knowledge of broader development issues.
	Sound understanding of the functioning of the European Union and EU Institutions	Knowledge of EU development cooperation policies and processes
Experience required	Demonstrable experience of working as policy and/or advocacy officer in an EU Institution, UN agency or NGO.	Experience of working for an NGO in the field of health and development.
	Demonstrable experience with senior level representational work with a diverse range of (EU) policy makers	Experience of advocacy work with Members of European Parliament European Commission officials, and Council representatives
	Experience of negotiating and responding effectively in politically sensitive situations.	Experience of working in a developing country.
	Experience of organising events	
Abilities and skills required	Excellent communication skills in English, both verbally and in writing	Other language skills, in particular French and Dutch.

Strong networking and interpersonal skills. Able to identify discussions to advocacy goals and opportunities for working with other organisations quickly.

Good listener - able to link responses to advocacy goals and respond quickly.

Strong organisational skills and the ability to manage deadlines and deal with competing demands.

Ability to work across different cultures.

Ability to work autonomously and in a proactive way

Ability to use judgement, tact and discretion whenever appropriate.

High level of computer literacy (primarily in Microsoft Office packages).

Familiarity with databases and experience with developing and updating websites

Personal qualities

Strong team player.

Flexible and able to adapt to working in a rapidly changing environment.

Proactive and comfortable with taking initiatives

Eligibility to work and live in Brussels