

JOB DESCRIPTION

Job title:	Advocacy Officer
Location:	Belgrade, Serbia <i>(option to work remotely is provided keeping in mind the Covid-19 pandemic crisis. Priority will be given to applicants based in the Western Balkans and Turkey region)</i>
Contract duration:	Open-ended contract with unlimited duration (with a probationary period of 6 months)
Starting date:	As soon as possible

Background:

ERA – LGBTI Equal Rights Association for Western Balkans and Turkey (ERA) is a regional association of 68 LGBTI organisations operating in 9 countries of the Western Balkans and Turkey region (Albania, Bosnia and Herzegovina, Croatia, Kosovo, Montenegro, North Macedonia, Serbia, Slovenia and Turkey). ERA's office is based in Belgrade, Serbia. ERA's mission is to inspire positive change in society, promote and advocate for human rights of LGBTI people by facilitating cooperation and providing resources and capacity development for the LGBTI movements across the Western Balkans and Turkey region. ERA's current work is focused in the following areas: capacity development, lobbying and advocacy (at national, regional and global levels), research, awareness raising, networking and relationship building, combating HIV/AIDS and economic justice. In its 5 years of activity, ERA has established itself as a reliable regional partner for national, regional and international stakeholders with a role to play in the protection and advancement of LGBTI rights.

Job summary:

The role of Advocacy Officer is very important for achieving ERA's mission and strategic goals, particularly in the areas of lobby and advocacy, as well as in contributing to the development of the organisation, its commitment to high standards of practice, and continuing to maintain ERA as one of the most reliable and relevant agents of change in the field of LGBTI rights in the Western Balkans and Turkey region. The main aim of this position is to ensure that LGBTI rights are advocated for with all relevant stakeholders at national, regional and global levels. In addition, this position serves to work on gathering and disseminating relevant, up to date and accessible knowledge about the status of LGBTI rights in the Western Balkans and Turkey, while using it for evidence based advocacy

activities. The Advocacy Officer works closely with ERA's two Executive Co-Directors and the rest of ERA's team based on specific activities.

Main duties and responsibilities include:

- ❖ **Advocacy:** build and maintain good partnerships with key stakeholders on national, regional and international levels; engaging in advocacy activities with EU institutions, Council of Europe, UN mechanisms and other mechanisms and spaces, such as the Equal Rights Coalition; intensive and continuous monitoring of national, regional and international developments and opportunities, and engaging in timely advocacy and lobbying activities; track local, regional and international legislative and policy issues and develop/modify strategies and activities accordingly; develop issue-oriented advocacy content for communication vehicles such as position papers, recommendations, emails, websites, social media, etc.; consolidate advocacy and research priorities and make sure that one underpins the other; develop short and long term advocacy strategies; collect and analyze best practices in the field of advocacy; engage in regular consultations with member organizations; assist and mentor ERA member organizations in their advocacy activities; participate in advocacy related capacity development activities;
- ❖ **Monitoring and Research:** gather, analyze and monitor data, policies and processes of relevance for utilization of EU, Council of Europe and UN mechanisms and procedures for advancing the rights of LGBTI persons; draft reports, policy briefs, recommendations; develop and implement monitoring methodologies; identify gaps and needs in terms of data gathering/research; manage qualitative and quantitative research activities; develop short term and long term monitoring, research and analysis programs; collect and maintain up-to-date data on key policy and advocacy issues; participate in monitoring and research capacity development activities; consolidate advocacy and research priorities and make sure that one underpins the other; collect and analyze best practices in the field of monitoring and research;

Other duties and responsibilities:

- ❖ To communicate trends, needs and results of research projects to internal and external constituents through a variety of venues (research reports, meetings, trainings, conference presentations, web resources, etc.);
- ❖ To write, edit, and control quality of research, monitoring and advocacy reports/presentations;
- ❖ In coordination with Executive Co-Directors, to coordinate further engagement of funders and further strengthen relationships with funders;
- ❖ To strengthen relations with advocacy and other relevant stakeholders;

- ❖ To assist in preparation of the Annual General Assembly and Conference, as well as in its realization;
- ❖ To assist in preparation of events, as well as in their realization;
- ❖ To assist in strategic planning sessions, staff meetings and other relevant events;
- ❖ Assist other staff members on capacity building activities especially relating to advocacy;
- ❖ To represent ERA at local, national, regional and international levels in the field of advocacy and research;
- ❖ To manage service contracts.

Profile requirements:

Qualifications and experience

- ❖ University degree in social sciences or humanities and/or equivalent working experience is required. Postgraduate degrees will be considered as an advantage;
- ❖ Documented formal and/or non-formal education in areas of advocacy and research;
- ❖ At least 5 years of relevant advocacy experience. Emphasis will be placed on advocacy experience for the region of the Western Balkans and Turkey;
- ❖ At least 3 years of working experience within the field of LGBTI and human rights related issues, with extensive experience and knowledge of the LGBTI movements in Western Balkans and Turkey;
- ❖ Advanced knowledge and understanding of EU institutions and mechanisms, Council of Europe and UN mechanisms, in the framework of human rights and LGBTI rights;
- ❖ Knowledge and understanding of the global LGBTI movement;
- ❖ Knowledge and understanding of political and social contexts in the Western Balkans and Turkey region, and Europe;
- ❖ Extensive experience and advanced knowledge in project management;

Skills and aptitudes

- ❖ Ability to work in diversified environments;
- ❖ Ability to work in teams;
- ❖ Ability to work independently with little supervision;
- ❖ Proficient knowledge of spoken and written English language;

- ❖ Knowledge of one or more local languages would be considered as an advantage (Albanian, BCMS, Macedonian, Slovenian and/or Turkish);
- ❖ Excellent communication and presentation skills;
- ❖ Strong organizational skills;
- ❖ Strong skills in conflict resolution and mediation;
- ❖ Strong dedication to the values of diversity, equality, human rights, feminism, tolerance and non-violence;
- ❖ Ability to work under challenging conditions;
- ❖ Ability to work long hours;

Working conditions:

The working week consists of 5 working days and a total of 40 working hours a week, usually Monday to Friday, from 09:00 am to 17:00 pm. The position requires extra working hours on a frequent basis, flexible office hours, and frequent travel within the Balkans, the wider European region and globally.

Equal treatment and non-discrimination statement:

ERA actively encourages and promotes equal treatment and non-discrimination in all its policies, including employment policies and practices. ERA is dedicated in its efforts to oppose any type of direct and indirect discrimination based on the grounds of gender, sexual orientation, gender identity or expression, sex characteristics, marital status, age, ethnic and national origin, religion, race, creed, color, HIV status or any other ground. ERA acknowledges the existence of widespread homophobia, transphobia and discrimination of LGBTI persons which are preventing equal access and treatment of LGBTI persons in the labor market, and applies affirmative measures in the case of equal qualifications of the candidates by giving precedence to LGBTI persons and persons of less represented gender.