



Policy Officer

Victim Support Europe (VSE)

Brussels, Belgium

New and exciting policy position – help victims of crime and shape the future of their rights in Europe

Victim Support Europe (VSE) is the leading Europe-wide umbrella organisation for victims of crime. It is a dynamic organisation, going through an exciting period of expansion and development. It currently consists of 38 organisations from 25 countries including 21 Member States of the European Union plus Russia, Serbia, Switzerland and the USA.

VSE advocates on behalf of victims, to strengthen their safety and security rights and protection throughout Europe. The organisation aims to ensure that every victim in Europe is able to access information and support services in the aftermath of crime, regardless of where the victim lives or where the crime took place.

Its current priorities include:

- helping establish national victim support organisations in eight EU Member States and strengthening existing organisations,
- improving support to victims across borders,
- developing training programmes,
- monitoring implementation of EU laws on victims' rights; and
- developing information and materials to support victims.

Victim Support Europe is currently looking for a dynamic, passionate and experienced Policy Officer with a track record of delivering at national or international level. The post will be based in our head office in Brussels.

The main functions of the Policy Officer will be policy development, advocacy, research and communication. The Policy Officer will have their own project responsibilities and will work closely with the Executive Director and Board members.

Key responsibilities

1) EU advocacy and policy:

- Advocate on behalf of victims of crime
- Develop strategic and implementation policy to coordinate the establishment and development of quality services to victims of crime
- Develop policy guidance, recommendations and expert advice on victims issues, including political and legal developments within the EU
- Develop internal and external policies and guidance for victim support practitioners
- Liaise with external agencies and organisations to strengthen the rights of people affected by crime
- Represent VSE at conferences and other events
- Report to and support the Executive Director

2) Research

- Monitor and analyse developments at EU level relevant to VSE work
- Collect and analyse existing reports and research on victims' issues

3) Communication

- Help develop and implement VSE communications strategy
- Liaise with journalists and represent VSE in media
- Support the organisation of conferences, workshops, seminars and other events
- Write position papers, statements, speeches, conference papers

Profile of the candidate

1) Essential criteria:

- At least 3 years' experience in policy development, preferably at EU/international level and for a membership based organisation
- Excellent understanding of the functioning of EU Institutions
- Experience in running projects
- Proactive, critical and flexible thinking as well as strong analytical skills

- A university degree is strongly desired but can be compensated by extensive relevant NGO and/or non-formal education experience
- Excellent oral and written communication and representational skills in English and good knowledge of French

2) Desirable criteria:

- A background in victimology, victim research or the delivery of victims services
- Very good knowledge of social media
- Knowledge of other EU languages
- Strong organisational and time management skills

Terms of the contract

The position of Policy Officer is full-time (38 hours/week). Desired starting date of assignment: 1 August.

Gross salary: 44.000 to 54.000 EUR/year depending on skills and experience. The yearly salary includes the 13th month and holiday pay and represents a monthly gross salary of 3.160 to 3.879 EUR.

Other benefit: lunch vouchers.

Application procedure

Supporting applications in English should be sent by email to recruitment@victimsupporteurope.eu by **17 May 2015** with “Application Policy Officer” as subject of the email.

The application should include a motivation letter outlining

- why the applicant wants the job
- what special attributes the applicant would bring to the job
- what skills, knowledge and experience the applicant has which are transferrable to this position

The application should also include a CV as well as any other relevant information. A minimum of two references that may be contacted during the recruitment process should be mentioned.

Please note that only selected applicants will be contacted.

A **first round of interviews** will be held at Victim Support Europe head office in Brussels on **26 May 2015** for selected applicants. A **second interview** will take place on **28 May 2014** in Brussels for candidates selected after the first interview. Please make sure that you are available on these dates before applying.

Applicants are expected to visit Victim Support Europe website to gain an understanding of our membership and of our activities: www.victimsupporteurope.eu