

# Advocacy officer

## **About Positive Money Europe:**

Positive Money Europe is a not-for-profit organisation whose mission is to make the money and banking system support a fair, democratic and sustainable economy. We are the leading campaign group scrutinizing the activities of the European Central Bank (ECB) and running campaigns on a range of proposals in the field of Eurozone governance and monetary policy.

Positive Money Europe operates as the European branch of Positive Money UK, a fast-growing London-based organisation. Following our successful “Quantitative easing for People” campaign targeting the ECB, in May 2018 we launched Positive Money Europe.

Since then, we have created a strong and diverse network of experts, politicians and influencers who want to support our mission. We have established ourselves as a credible advocacy group on topics related to the ECB. For example, we provide regular comments in the media (including Reuters, Bloomberg, Le Monde, and the Financial Times). Throughout our work with Members of the European Parliament, we successfully pushed the European Central Bank to take climate change seriously and start looking at alternative policies.

Positive Money Europe is well connected with the NGO community in Europe. We share our office with Finance Watch in Brussels and have established multiple partnerships with other nonprofits organisations across Europe.

## **About the role:**

Together with our director, you will be in charge of maintaining and developing our engagement with parliamentarians, NGOs and other key influencers. You will keep them informed and strengthen our cooperation with them, including by arranging meetings and public events, writing blogs, or disseminating our publications. You will also support the team’s efforts in increasing our influence and visibility throughout the media by writing press releases and identifying media opportunities.

## **About you:**

You are an enthusiastic networker and enjoy building relationships with a large number of people. Positive Money Europe operates with a small team, so you will be able to multitask, juggling different projects simultaneously, while always keeping your focus on how to maximise our impact. Our work can be technical, so you’ll enjoy simplifying messages and finding out what message works best with our existing and new audiences. You’re a team player who likes to work both independently and in collaboration, and who is willing to chip in with whatever needs doing most urgently.

## Key responsibilities and main tasks

### Advocacy

- Arrange meetings with MEPs and other EU officials
- Network and establish strategic partnerships with like-minded NGOs
- Develop policy positions and responses to key news events or announcements
- Prepare talking points for the Head of Positive Money Europe ahead of key meetings, press interviews or public speeches
- Represent Positive Money Europe during meetings, seminars and other external events

### Communications

- Write and send out press releases
- Develop relationships with EU journalists
- Write or edit blog posts or opinion pieces to support our advocacy goals

### Events

- End-to-end organizing of public and private events (such as panel debates, training seminars and policy roundtables). This includes:
  - Logistics (such as venue hire, arranging catering and other supplies)
  - Working with our social media manager to supervise public communication
  - Line-managing possible contractors (graphic designers, video-makers etc.) or volunteers

### Others

- Occasionally managing our social media channels
- Support the team with general administrative tasks (such as office logistics and project budgeting)
- Together with the Head of Positive Money Europe, develop Positive Money Europe's overall strategy

## Person Specification

### Essential experience and skills

- Excellent verbal and written communication skills in English
- General knowledge and interest in EU politics and Eurozone issues
- Experience in parliamentary engagement work
- Experience in organising events
- The ability to absorb and process information quickly in order to develop knowledge, including in new/unfamiliar areas of work
- The ability to take the initiative, identify challenges and propose workable, engaging solutions
- The ability to work in time-pressured situations and to meet deadlines
- A commitment to Positive Money's mission, [values and behaviours](#).

### **Desirable skills**

- General understanding of Positive Money's mission.
- General understanding of central banking and financial issues
- In addition to English, mastering two European languages (German strongly appreciated)
- Experience in the voluntary or campaigning sector
- Experience in writing briefings for politicians and/or press releases, and successfully engaging with the media

### **Terms and Conditions**

**Contract:** Full-time temporary employment contract

**Period:** Initial fixed term of six months, with two month probation period, renewable upon performance

**Reporting to:** the Head of Positive Money Europe

**Hours:** 38 hours a week, the post holder would be expected to work the occasional evening or weekend for time off in lieu.

**Remuneration:** €25-32k gross annual salary depending on experience

**Location:** Brussels

**Start date:** February 2019 or before

### **Application Process**

Please send a CV (max 2 pages) & cover letter (max 2 pages) answering the **questions below** to [recruitment@positivemoney.org.uk](mailto:recruitment@positivemoney.org.uk)

- *What skills and experience do you have that make you suitable to apply for this role? (Please address your answers toward the responsibilities described above)*
- *Why do you want to work for Positive Money Europe?*

**Closing date for applications:** 7am January 4th 2019

**Interviews:** will take place in Brussels on 10th-11th January 2019

*If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.*

*Positive Money is committed to providing equal opportunities for everyone regardless of their background. We welcome applications from everyone irrespective of gender, sexual orientation, disability and ethnicity but, as women and Black, Asian and minority ethnic people are currently under-represented within the Positive Money network, we would encourage applications from members of these groups.*