

Senior Policy Officer

Job Description

Reports to: Executive Director
Grade: 5 (Senior Manager)

About Positive Money

Positive Money is a leading international new economy think tank and campaigning organisation re-imagining our money, banking, and the economy for the wellbeing of people, communities and the planet. We are part of a growing and collective force for economic systems change. Our mission is to reform money and banking to build a *fair, democratic and sustainable* economy.

We produce ground-breaking research and policy proposals, inform the public and politicians, regularly appear in the media, and mobilise the public behind people-powered campaigns. We believe in radical systems change and work to achieve lasting change on several fronts simultaneously: change in public understanding, the public and media debate, and at the policy and academic level. We work across three key areas: democratising money and banking, a green and fair European Central Bank (ECB), and financing the just transition of homes across Europe.

We are committed to cultivating a culture of support, respect, open communication, and collaboration that encourages creativity and innovation. We foster an environment where diverse perspectives are valued and where work arrangements are tailored to accommodate individual needs, ensuring every team member can contribute their best work.

About The Role

Positive Money has developed into an international organisation, having begun in the UK in 2010, before setting up offices in the EU in 2018, and the US in 2021. This role is an exciting opportunity to lead the EU office's policy work and possibly step up into a head-level position. You will be in charge of building relationships with key stakeholders, influencing policy, leading our coalition work, producing policy briefings and being accountable for our advocacy programme work. You will report directly to the Executive Director and will manage the Policy Assistant.

About You

This is an exciting opportunity for a relationship builder and an excellent communicator. You'll know how to facilitate spaces, write policy briefs messaging for different audiences, and build strategic relationships and communicate in a convincing way to make change happen inside institutions. You'll be able to absorb and process information quickly in order to develop your knowledge, including in new/unfamiliar areas of work. You are highly organised, structured, and capable of managing multiple projects simultaneously and are able to work independently with minimal supervision. You share our commitment to an inclusive and diverse team, and our culture of being open-minded, ambitious, respectful and self-aware.

Accountabilities

Strategy

- Support the Executive Director in developing the advocacy strategy
- Develop advocacy campaigns in line with the advocacy strategy and the wider organisational strategy

Delivery

- Lead on advocacy campaigns delegating day to day tasks to the Policy Assistant
- Meet with policymakers at the European Institutions (e.g. the European Parliament, European Commission, European Council, European Central Bank, etc) with the aim of getting them to support our policy proposals
- Represent Positive Money Europe at conferences and other external events, and in meetings with journalists
- Create and develop strategic relationships with external stakeholders such as experts, academics and partner organisation
- Lead our coalition work on sustainable and equitable central banking policies
- Produce policy briefs, blogs and messaging for external audiences on our policy topics
- Facilitate discussion spaces both internally with staff and externally with stakeholders
- Coordinate with the mobilisation team on public facing angle of campaigns including on social media and in the press
- Coordinate with the research team on the development of policy proposals and research needs
- Be accountable for all deliverables across all projects assigned to the advocacy programme
- Develop and maintain project management documentation such as boscards, project plans, budgets and ensure regular evaluations are carried out
- Contribute to funding applications and grant reporting and delegate to other advocacy team members where appropriate
- Anticipate and manage short, medium and long-term risks within the advocacy programme

People

- Line manage, develop and motivate our Policy Assistant
- Ensure everyone in the advocacy team is clear on their accountabilities and timelines, and have the support required to do their jobs effectively
- Identify needs that could improve the effectiveness of the advocacy team e.g. skills gaps, training needs, resource constraints, and take steps to address them
- Actively pursue integrated working with the research and mobilisation teams
- Provide effective and empathetic communication, making team members feel safe and heard

Culture

- Communicate both internally and externally with self-awareness, respect and transparency
- Implement strategies and practices to dismantle oppression within the advocacy programme, and embed anti-oppression thinking into our advocacy projects
- Role model [our values and principles of work](#) both internally and externally
- Proactively support others to excel in their roles
- Take personal responsibility for work within advocacy programme, setting an example to team members

Person Specification

Skills & Experience

- Strong track record in public affairs, either as a civil society/industry lobbyist or an advisor for an EU institution
- Knowledge of EU financial regulation/prudential supervision/banking/monetary affairs
- Excellent English verbal and written communication skills
- Strong track record of delivering an advocacy strategy
- Strong track record of managing people and projects successfully
- Highly organised and detail oriented

Values & Behaviours

- Passionate about our mission of reforming money and banking to build a fair, democratic and sustainable economy

- A problem solver, willing to dive into uncertain or complex new areas of work;
- Ability to work autonomously, effectively and efficiently
- A commitment to continued learning on anti-oppression concepts
- High level of self-awareness. Skilled in reflecting on your own behaviours and practices and working to change them where necessary
- Commitment to demonstrating [our values and principles of work](#) in your work

We invite anyone who is interested to apply, regardless of background, experience, or credentials. We aim to select candidates based on performance in our selection process and actively try to minimise the influence of our biases. There is no perfect candidate, so if you can picture yourself thriving in this role, we'd love to receive an application from you.

Terms and Conditions

Contract: The role is for an indeterminate contract (Belgian “contrat à durée indéterminée”).

Salary: €51,600 gross annual salary (paid in 12.92 salaries) + pension scheme of 4.5% of gross annual salary. Automatic indexation of gross salary to account for inflation.

Benefits (pro rata if working less than full time hours): Positive Money is committed to developing our employees, and being a supportive, flexible and compassionate employer. We offer a range of benefits to EU staff including:

- 5 extra legal holidays on top of the 20 statutory holidays
- Meal vouchers, which can be spent in supermarkets & most restaurants, of €7/day
- Transportation cost of €49/month
- Work from home allowance of €151.70/month
- DKV health insurance coverage
- Phone allowance of €10/month
- Frais De Représentation of €150/month
- Remote work from abroad up to 3 months per year

Location: Flexible between working in our Brussels office and working from home in Belgium.

Hours: Full time (38 hours). Our full-time week can be worked across 4 days. We will consider flexible working requests.

Hiring Process:

- Please complete the application form [here](#) by June 6th at 9am CET
- Selected candidates will be invited to do a short online written assessment by June 17th
- Selected candidates will be invited to two rounds of interviews (one online and one ideally in person) at the end of June/beginning of July

Start date: As soon as possible

Positive Money is committed to providing equal employment opportunities to all qualified applicants and do not discriminate on the basis of race, colour, ethnicity, religion, sex, gender, gender identity and/or expression, sexual orientation, size, national origin, disability, age, marital status, pregnancy, parental status, or genetic information. We are committed to hiring and retaining a diverse, culturally competent staff at all levels of the organisation. We strongly encourage people from racialised communities, LGBTQIA+ individuals, persons living with disabilities, women, non-binary individuals, and people of various socioeconomic backgrounds to apply for this position.

We are committed to making our hiring process as accessible as possible. To request a special arrangement, please email jobs@positivemoney.org.