

## JOB OPENING

### The Fair Trade Advocacy Office is looking for an advocacy assistant

Contract type	Paid traineeship ( <a href="#">Convention d'immersion professionnelle</a> )
Duration	12 October 2020 to 12 April 2021 (with option of 3 to 6-month-extension)
Location	Fair Trade Advocacy Office (Brussels, Belgium) / or working from home, depending on the current situation
Reporting to	Fair Trade Advocacy Office Project Coordinator

#### BACKGROUND

Fair Trade is a trading partnership, based on dialogue, transparency and respect, that seeks greater equity in international trade. It contributes to sustainable development by offering better trading conditions to, and securing the rights of, marginalized producers and workers – especially in the South. Fair Trade Organizations, backed by consumers, are engaged actively in supporting producers, awareness raising and in campaigning for changes in the rules and practice of conventional international trade. (*Definition of Fair Trade, [International Fair Trade Charter](#)*)

As a joint initiative of Fairtrade International, the World Fair Trade Organization and the World Fair Trade Organization-Europe, the Fair Trade Advocacy Office leads the Fair Trade movement political advocacy at European Union level and contributes to the strengthening of the political advocacy capacities of the global Fair Trade movement. [www.fairtrade-advocacy.org](http://www.fairtrade-advocacy.org)

#### WE ARE LOOKING FOR ...

A highly motivated and well-organised person, able to work under pressure and independently by managing her/his own time and work priorities. The FTAO is a small team, hence this job opening would suit somebody who is flexible, able to work on different issues simultaneously and carry out a diversity of tasks in the advocacy area.

We are seeking somebody with proven ability to organise advocacy events, do research work, turn complex issues into easily understandable documents, as well as conduct administrative tasks. Somebody who is excited to learn and brings in ideas for the advocacy strategy of the FTAO. Last but not least, we are looking for a friendly team member!

#### KEY AREAS OF WORK

##### Event organisation:

- Manage the organisation of Fair Trade movement and EU advocacy events (workshops, conferences...)

##### Support to advocacy work:

- Liaise with MEP assistants, European Commission staff, staff of other NGOs, Fair Trade Organisations
- Provide support to the FTAO staff in their tasks

##### Analysis of EU and international Trade and Development policies:

- Analyse EU (and, to a lesser degree, other International Organisations), legislation, policies and agreements
- Monitor EU processes that are key for our advocacy work
- Write succinct reports of relevant conferences/meetings in Brussels

### General administrative support & event/meeting organisation

- Provide office management support,
- Carry out administrative tasks.

## **PERSON SPECIFICATIONS**

### Essential

- Bachelor's degree in a relevant field (e.g. European Union Studies, Political Science, Economics, Law or International Relations)
- Excellent spoken and written English
- Excellent research and writing skills
- Able to work in a small team and independently with people from different cultural backgrounds
- Flexibility, ability to work under pressure, improvise and multi-task
- IT skills at user level (e.g. Word, Excel, Power Point)

### Desirable

- Master's Degree in the above-mentioned academics fields
- Fluency in spoken and written French or Spanish
- Prior knowledge and experience in the following policy areas: Fair Trade, trade, competition policy, human rights due diligence, public procurement, sustainable development, development cooperation policies
- Demonstrated knowledge of EU Institutions

## **WE OFFER**

- A stimulating and dynamic international work environment
- Remuneration of 800 EUR net + meal vouchers for each worked day
- Plenty of learning opportunities as part of a training programme
- Space for taking initiatives

## **CONDITIONS**

- Work permit for EU
- Have completed your studies

## **TO APPLY**

Please send a mail with subject '[Application] Advocacy assistant' including a CV and separate motivation letter to [advocacy@fairtrade-advocacy.org](mailto:advocacy@fairtrade-advocacy.org), by **25 August 2020** close of office. Incomplete applications will not be considered.

Candidates will only be contacted if selected for an interview. The interviews will take place in the first week of September via Skype, followed by a written test involving a brief piece of research work.

Thanks for your interest in Fair Trade and in working with us!

### **Fair Trade Advocacy Office**

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