

## JOB OPENING

### The Fair Trade Advocacy Office is looking for a Junior Advocacy Officer

Contract type	Paid traineeship ( <a href="#">Convention d'immersion professionnelle - CIP</a> )
Duration	6 months starting from May 2024 (with option of 3 to 6-month-extension) <i>Exact starting date depends on availability of the candidate</i>
Location	Fair Trade Advocacy Office (Brussels, Belgium) with flexibility for remote work
Reporting to	Fair Trade Advocacy Office International and Institutional Relations Manager

#### 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 their 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

##### Analysis of EU and international trade and sustainable 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

##### Support to advocacy work:

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

##### Event organisation:

- Manage the organisation of Fair Trade movement and EU advocacy events (workshops, conferences, etc.)
- Write succinct reports of relevant conferences/meetings in Brussels

##### General administrative support

- Carry out specific administrative tasks on ad hoc basis.

#### 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 1360 EUR net
- Flexibility to work from home (2 days per week)
- Plenty of learning and networking opportunities as part of a training programme
- Space for taking initiatives

#### **CONDITIONS**

- Work permit for EU
- Have completed your studies

#### **TO APPLY**

Please fill-in [this google form](#) by **12th April 2024** close of day. You will have to upload a CV and motivation letter to the google form.

Interviews will take place by video call the following week. Ideally, the candidate can start by mid-May.

If you have any questions or comments, please contact Virginia Enssle ([enssle@fairtrade-advocacy.org](mailto:enssle@fairtrade-advocacy.org))

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

#### **Fair Trade Advocacy Office**

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