

JOB OPENING: Junior Advocacy Officer

Contract type	Paid traineeship (Convention d'immersion professionnelle - CIP). Full time (38 hours/week)
Duration	6 months starting from February-March 2025 (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, marginalised producers and workers – especially in the South. Fair Trade Organisations, 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

WE ARE LOOKING FOR ...

A highly motivated and well-organised person, able to work at a fast pace 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

General administrative support

- Provide office management support.
- Support IT needs of the office.
- Carry out administrative tasks.

Support with coordination of the [Young Fair Trade Advocates Network](#)

- Support organisation of virtual and/or in person meetings and events
- Support design and execution of social media and outreach activities
- Conduct administrative tasks related to the project

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 advocacy tasks.
- Analyse EU (and, to a lesser degree, other International Organisations), legislation, policies and agreements
- Monitor EU processes that are key for our advocacy work

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

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 at a fast pace, improvise and multi-task.
- IT skills at user level (e.g. Word, Excel, Power Point).

Desirable

- Master's Degree in the above-mentioned academic fields.
- Fluency in spoken and written French or Spanish.
- Prior knowledge and experience in the following policy areas: Fair Trade, trade, sustainable agriculture, 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 1394 EUR gross.
- Flexibility to work from home (2 days per week) + possibility to work outside of Brussels for an annual maximum of 30 days (non-consecutive).
- 12 days of (extra official) holidays per 6 months of traineeship.
- 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 **9th February 2025** close of day. You will have to upload a CV and motivation letter to the google form.

Interviews will take place by video call in the week of 17th February. Ideally, the candidate can start by end-February/early March.

If you have any questions or comments, please contact Virginia Ensle (ensle@fairtrade-advocacy.org)

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

Fair Trade Advocacy Office

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