



Job description and person specification

Policy Officer

Brussels, 19 November 2021

AGE Platform Europe is an empowered coalition of older people's organisations. Together, we ensure older people are at the European table, and participate in the debates to an inclusive society.

Bringing together over 100 organisations **of** and **for** older people, AGE seeks to ensure that older people are actively involved in debates on ageing and have an impact on relevant policies contributing to inclusive society: *"We are the experts of our own lives. Our community is extremely diverse, but our difference is our strength when we speak together. As self-advocates, we have the potential to contribute expertise, skills and experience that enrich our societies and make them more just, inclusive and prosperous."*

Our work focuses on a wide range of policy areas that impact on older and retired people. These include issues of anti-discrimination, employment, social protection, pension reforms, social inclusion, health and care, intergenerational solidarity, research, accessibility of public transport and of the build environment, or new technologies.

Job description

Are you passionate about equality, human rights, social justice, and European integration? Join our dynamic team and work together with AGE members to combat ageism, enhance human rights throughout life, promote healthy and active ageing, reduce inequalities and to enable everyone to live a full and dignified life.

Reporting to the Secretary General, you will work as part of an international team to ensure that AGE's initiatives have positive and measurable outcomes for policy development on ageing, i.e. that they translate AGE's vision of *a Society for All Ages* into practice. AGE Platform Europe, as an equal opportunity employer, will give you the chance, tools, skills and knowledge to work together toward this shared vision.



AGE Platform Europe | A society for ALL ages
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Job title:	Policy Officer
Reports to:	AGE Secretary General
Purpose of job:	You will contribute to AGE's policy development and advocacy activities, including the provision of policy advice, the support to our members' engagement across priority areas, and the cooperation with external allies and stakeholders.
Location:	AGE's office in Brussels, Belgium
Contract:	One-year contract for a full-time position with the possibility of extension to a permanent contract from the second year
Salary:	Range of 2900 Euro – 3200 Euro (monthly gross) depending on candidate's profile and experience
Benefits package:	Paid holiday (27days/year), 13 th salary, lunch vouchers, local transport, 20 Euro/month internet allowance; As of the second year, pension plan, hospital top up insurance and additional 7-day paid holiday will be applicable.

Responsibilities

You will be directly involved in formulating and implementing AGE's policy work and advocacy actions, notably:

- Internally, you will collaborate with policy officers to implement advocacy initiatives, and to ensure that the implemented actions – reflecting the priorities of [AGE 2022-2025 strategy](#) – have measurable results. You will as well cooperate with other secretariat staff, notably human rights coordinator, membership/partnership coordinator, communication officer, the project team, and finance and administrative staff.
- Externally, you will establish and maintain effective relationships with our strategic allies, including European institutions, civil society organisations, academics and the private sector, who have a direct or indirect impact on ageing policies and can contribute to the promotion and achievement of age equality.

Person specification

General requirements

- Commitment to the cause of age equality and human rights either through previous job experiences or any other activities related to this cause.
- Possess personal attributes such as integrity, focus, diligence and ability to communicate effectively and persuade others towards your point of view.

- Team player, contributing to the multilingual and diverse team of 14 people, with commitment to ensure that we together succeed with all tasks, duties, and projects.

Knowledge

Essential:

- Good knowledge of EU social policies including human rights aspects

Desirable:

- Specific knowledge on ageing-related aspects of social protection (pensions, health and long-term care...), social inclusion, employment, etc.

Skills/Abilities

Essential:

- Excellent speaking and writing skills in English, other EU languages will be an asset
- Ability to communicate to a wide variety of audiences, including to people and organisations at local or grassroots level that are not necessarily initiated to EU/UN processes or policy areas
- Analytical skills and ability to assimilate and process information on a wide variety of issues
- Ability to work within a remit and be accountable to organization's supervisors and elected officials
- Ability to be self-supporting and pro-active
- Ability to work in a small, busy multilingual team
- Ability to manage, plan and prioritise a complex workload
- Full computer literacy

Desirable:

- Good networking skills

Experience

Essential:

- At least four years' experience in advocacy on EU social policies
- Experience in analysing policy documents, interpreting and identifying implications for specific groups
- Experience in drafting policy briefs and advocacy positions
- Flexibility to work, occasionally, unsocial hours and to travel within the EU when required.

Desirable:

- Experience of working in the NGO sector
- Experience of working in the field of ageing

How to apply:

- Application must be sent to AGE Secretary General at maciej.kucharczyk@age-platform.eu stating in subject 'Policy Officer position' and include:
 - o CV – preferably [Europass format](#)
 - o Motivation letter – max 500 words

Deadline for applications is Sunday 2 January 2022 at 23h59 CET

- To ensure equal treatment of applications, telephone calls and e-mails are not permitted
- Only candidates shortlisted for interview will be contacted
- Interviews will take place mid-January 2022 (either online or in person)
- Starting date: as soon as possible
- AGE Platform Europe is an equal opportunity employer



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