



Terms of Reference
Policy and Advocacy Manager – Paris office
EuroMed Feminist Initiative (EFI)

About EFI

EuroMed Feminist Initiative (EFI) is a policy network that provides expertise in the field of gender equality and women's rights as inseparable from democracy building and citizenship. EFI advocates for political solutions to all conflicts, and for the right of peoples to self-determination. EFI seeks to improve and promote women's rights as universal human rights, the value of gender equality and the use of non-violent means to solve conflicts. EFI is implementing a long-term programme that supports political transition in Syria through gender-sensitive social reconstruction.

EFI Headquarters is in Paris, France, with offices in Amman and Beirut.
This position is required in EFI Paris office.

The Overall Responsibility as a Policy and Advocacy Manager – Paris office is:

The **Policy and Advocacy Manager** is responsible to:

- Develop, implement and monitor EFI's overall policy and advocacy strategy including in terms of communication and visibility
- Manage the communication and visibility team based in Lebanon and Jordan.
- Contribute to promoting EFI's goals and vision

The roles and responsibilities are:

- In close collaboration with the Executive Director and Head of Programmes, develop, implement and monitor the policy and advocacy strategy of EFI including in terms of communication and visibility: define the objectives at mid and longer term of EFI and target groups; implement actions to reach those objectives; develop and implement monitoring mechanisms to assess the outcomes and effectiveness of the actions undertaken.
- Supervise and ensure the quality, relevance and consistency of the research undertaken by EFI with EFI policy goals across programmes and projects ; this includes overlooking the development of the research objectives and methodology, identifying and ensuring coordination with consultants and researchers, making sure the research is conducted in the most appropriate and relevant way including in terms of ethics; editing and proofreading EFI publications (policy briefs, factsheets, and any other policy, advocacy, communications material); ensuring the dissemination of EFI publications including organising events and media coverage.
- Manage the implementation of the communication, media and visibility strategy of EFI, including media and advocacy campaigns at organisational and project's level (in terms of communication plan & strategy, methodology and budget)

- Lead the communication and visibility team, making sure that EFI and EFI project's websites and social media accounts are managed effectively, updated on a regular basis and reach the communication targets.
- Coordinate with and provide technical and editorial support to the Head of programmes and programmes team to enhance the visibility of programmes outcomes, research findings, and policy materials while making sure the produced material adhere to communications and visibility guidelines.

Team Collaboration:

This position reports directly to the Executive Director in Paris and manages the Communication and Visibility team based in Lebanon and Jordan offices.

Close collaboration with Head of Programmes, Senior Programme manager for Syria, programme managers, and the programme and advocacy officer.

Job requirement :

- Master's degree with preference in social sciences, gender studies, communication, journalism.
- Excellent written and oral communication in English. Arabic and French language is a plus
- Excellent command of Microsoft Office application especially Publisher, Power Point. Desirable knowledge in graphic design, editing, photoshop
- A minimum of five years of relevant work experience is required. This may include previous work experience in communication, journalism or public relations, at civil society organizations, NGOs, governmental or intergovernmental institutions

Skills-set :

- Demonstrable experience developing and implementing policy, advocacy and communication strategies in relation to women's rights and gender equality, including through traditional and social media.
- Awareness of relevant traditional and digital media networks and platforms within the region
- Ability to develop successful media outreach campaigns.
- Ability to draft and edit written material accurately, concisely and appropriately for a particular audience.
- Excellent command of social media management and content creation (e.g. donor visibility rules, copyright, privacy and consents, etc.)
- Strong personal commitment to the mission, vision and values of the EuroMed Feminist Initiative with regards gender equality and women's rights.
- Excellent understanding of the political and social context within the region and ability to engage with various stakeholders.
- Knowledge of international law, including human rights, humanitarian law, and regional and international human rights mechanisms is an asset.

Competencies:

- Strong leadership and management skills
- Willingness to use initiative, work independently and think creatively.

- Ability to multi-task effectively, including having excellent planning, organizational skills, and the ability to work under pressure.
- Strong public speaking and presentation skills.
- Communicates in a clear, precise and structured way, presents effectively

Useful information:

- Duty station is in Paris.
- Full-time position.
- A fixed-term position with contract until 31 December 2022 extendable.
- Travel requirement within the region particularly to EFI Amman and Beirut offices.