



Ligue des Bibliothèques Européennes de Recherche
Association of European Research Libraries

JOB TITLE: Advocacy Officer

Grade: 10

Salary: Salary will be on Scale 10: minimum 2512 to maximum gross 3804 per month full-time, plus a vacation allowance of 8%, and a December allowance of 8.33%

Reports to: Executive Director of LIBER

Location: LIBER Office, KB, The Hague

Hours of work: 100%, 40 hours per week

Period of appointment: 2 years

Main purpose of the role

- To work on EU Projects related to topics that involve policy development or advocacy
- To support the Executive Director on advocacy campaigns on key strategic issues at European level
- To assist in the identification and development of key policy areas for LIBER and LIBER Participants

Main responsibilities:

Implementation of European projects (80%)

- To work with other project partners and contribute to work packages in which LIBER is involved
- To develop and implement stakeholder engagement plans and organise dissemination activities such as workshops and events
- To promote project outcomes to the LIBER membership and raise awareness through workshops, conferences, social media and other tools
- To identify and develop new stakeholder networks
- To draft project deliverables and reports

Advocacy and policy (20%)

- To help develop and deliver LIBER's advocacy campaigns at a European level
- To liaise with other associations and stakeholders on coordinated advocacy campaigns
- To provide support to the Executive Director to produce position and discussion papers
- To assist in the identification and development of key policy areas for LIBER and LIBER Participants

General

- To actively follow LIBER policies and procedures
- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder

Occasional Duties

- To give support to the Executive Director of LIBER as required

Special working conditions

- Regular travelling
- Occasional out-of-hours working, including weekends, in association with conferences and meetings

Contact with others

- Executive Director, project coordinators, project partners, LIBER members, European Commission

Person specification:**Essential Qualifications**

- A first degree or equivalent qualification

Desirable qualifications

- A higher degree, or its equivalent
- Project management qualification

Essential Skills & Experience

Demonstrable verbal and written communication skills

- Excellent knowledge of spoken and written English
- Experience of working within the EU landscape (policy and H2020 funding) and interest in current issues in research libraries
- Experience of developing and communicating policy, writing reports and position statements
- Experience of current communication tools, in particular social media
- Dynamic, flexible and with a demonstrable feeling for innovation
- Sense of diplomacy and a leader at the same time
- Demonstrable team working skills
- Demonstrable interpersonal skills
- Demonstrable project management skills and EU project experience
- The ability to manage a variety of tasks, prioritise a heavy workload and meet targets
- The ability to work with minimum supervision

Desirable Knowledge and Experience

- Experience of working in an international membership organisation
- A familiarity with one or more European languages other than English
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Please note, only applicants with a valid visa to work in the EU can be considered for this position.

More information regarding pay and conditions can be found here:

<http://www.wvoi.nl/default.asp?cid=92&pid=76>