



Call for job applications

Network Officer, European Network of Political Foundations (ENoP) (fixed-term for 24 months)

As a network of political foundations, affiliated to different political ideologies across the democratic spectrum, the European Network of Political Foundations (ENoP) and its members advocate for the respect of democratic principles and political pluralism inside and outside Europe. ENoP is a platform for communication and dialogue between political foundations in Europe, the EU institutions, and civil society organisations (CSOs) in the fields of democracy support, development cooperation and political dialogue. The network consists of 45 member foundations, coming from 19 countries within the EU. The members are close to six party families – ALDE/RENEW, ECR, EPP, Greens/EFA, GUE/NGL, S&D – represented in the European Parliament, and belonging to the democratic spectrum. While the main priority for ENoP is the implementation of the political parties programme of the Women and Youth in Democracy Initiative (“WYDE Third Chapter: Youth in Political Parties”), funded by the [European Commission DG INTPA](#), there is also a priority in maintaining the strength of the entire network of political foundations.

In this context, the Network Officer serves the network of political foundations by giving them relevant information, arranging activities for members and by responding to members’ requests. The Network Officer works under the supervision of the Executive Director.

Main responsibilities and tasks:

1. Serving the network
 - a. Regularly communicating with members of the network e.g. through a newsletter
 - b. Administration and maintenance of the database of member organisations
 - c. Support in organising working groups and their activities
 - d. Assisting in organising the network’s general assembly meetings
 - e. Mapping out funding opportunities for members and for the network
 - f. Assisting the Executive Director in advocacy
2. Administrative assistance
 - a. General assistance to the Executive Director and the Board of Directors
 - b. Drafting of administrative documents
 - c. Assisting other staff members in setting up events

Qualifications and requirements:

- Knowledge of the work of political foundations as democracy actors
- Knowledge of EU institutions in general, as well as EU legal frameworks, is considered an asset
- Good communication skills. Excellent English. Other language skills are considered to be an advantage.
- Excellent IT skills, e.g. in Microsoft Office
- Readiness to take on responsibility
- Independent and precise style of working
- Good teamworking skills
- Strong administrative skills

Working conditions:

- International working environment
- The Network Officer will be based in Brussels
- Average monthly gross salary, employers' charges and other costs based on Belgian legislation, such as the 13th month and *pecule de vacance*
- The appointment is initially for a fixed-term duration, until the end of 2026. A longer-term contract is possible if ENoP embarks on further projects.

ENoP is unable to sponsor the candidate for a Belgian work permit, so the candidate should already have the right to work in Belgium.

Please send applications to ENoP Executive Director Gary Klaukka at recruitment@enop.eu . The deadline for applications is 11.59 pm on 31 January 2025. Please include the following in the application:

- A curriculum vitae
- A cover letter outlining why you think you are suitable for the role and your motivation for the job, and
- Contact details of two referees from previous or current positions.

Starting date: ASAP