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| **TITLE:** EU Partnership Officer |
| **TEAM/ PROGRAMME:** EU Donor Relations Unit | **LOCATION:** Brussels, Belgium |
| **GRADE**: NAT 3 | **CONTRACT LENGTH:** Permanent |
| **CHILD SAFEGUARDING:** Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check.  |
| **ROLE PURPOSE:****In Brussels:** Provide support as per key areas of accountability to the EU international account partnership team. The team’s goals are (1) to ensure that Save the Children capitalises on donor funding opportunities that are consistent with our strategic and thematic priorities; and (2) to ensure Save the Children engages in efforts to inform and influence donor policies and investment priorities, as appropriate. |
| **SCOPE OF ROLE:** **Reports to: EU** Partnership Manager**Staff reporting to this post:** 0**Role Dimensions**: Provide support as per key areas of responsibility to the EU international account partnership team in working with eight Save the Children Members engaged with the EU Partnership.  |
| **KEY AREAS OF ACCOUNTABILITY:****In Brussels:**  **EU donor intelligence and information (60%):*** **Funding opportunities**: closely monitor EU humanitarian and development funding (DG ECHO, DG INTPA, DG NEAR and FPI) opportunities at global and country level and provide regular updates to Save the Children’s EU Members;
* **Portfolio analysis**: track Save the Children’s applications and implementation through a central data base, analyse and provide regular updates on progress and success rates;
* **Member coordination**: ensure the dissemination of the relevant EU-related information across the Members of the Account and consolidate their inputs to information requests;
* **Donor intelligence**: monitor EU websites, press releases, key internet portals and events corresponding to the EU international account partnership team’s objectives and disseminate information to relevant staff across Save the Children’s EU Members;
* Collaborate in reviewing and updating the Save the Children EU Account Intranet page and shared files.

**Support the EU international account partnership team with external engagement (20%):*** Gather intelligence and draft briefing notes on thematic areas or countries of strategic interest for donor engagement and share with relevant stakeholders;
* Participate in meetings, conferences and events at EU level, as well as at other organisations and networks (e.g., VOICE, CONCORD) as required.

**Development of skills (10%):*** Contribute to Save the Children ECHO and INTPA/NEAR/FPI specific training materials and sessions;

**Other (10%):*** Administration: organise strategic meetings, take minutes when required;
* Coordinate with the EU international account partnership team and support cross team initiatives.
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| **BEHAVIOURS (Values in Practice**)* Commitment to Save the Children’s mission, values and approach (see next page).

**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** * University degree (MA highly desirable) in development studies, political or social science, international relations, European studies, or other related discipline.
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| **EXPERIENCE AND SKILLS*** Knowledge of and/ or previous experience engaging with ECHO, INTPA/NEAR/FPI;
* Computer literacy: Excel, Outlook, Word, PowerPoint;
* Ability to analyze and communicate quantitative and qualitative data to different audiences;
* Well-organised and flexible with the ability to work independently and take on additional responsibilities when required;
* Strong writing and editing skills;
* Strong communication skills (both written and verbal, fluency in English is essential);
* Working level of spoken and written French;
* Ability to work with different people and adjust to new environments;
* Authorisation to work in Belgium.

**Desirable:*** Strong affinity for working with quantitative data and website updating;
* Previous experience working at NGOs or International Organizations.
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Leila Badir Truelsen** | **Date: 20/04/2022** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |