

# Policy & Research Officer Application Pack

<b>Closing Date</b>	17/02/2020 (12:00 noon CET)
<b>Interview Invites</b>	20/02/2020
<b>Online Interview Date</b>	26/02/2020
<b>Email Address</b>	jobs@iglyo.com

## Introduction

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IGLYO is the largest network of lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI) youth and student organisations in the world. As a youth development and capacity building organisation, IGLYO builds the confidence, skills and experience of young people to become leaders within the LGBTQI and human rights movements. We achieve this through a range of international conferences, events and workshops, as well as developing online training and resources. IGLYO's LGBTQI Inclusive Education Project aims to make schools safer and more supportive of LGBTQI learners by working with governments and civil society organisations to gather and monitor data, and to advocate for every young person's right to quality education. More information about IGLYO's work can be found at [www.iglyo.com](http://www.iglyo.com)

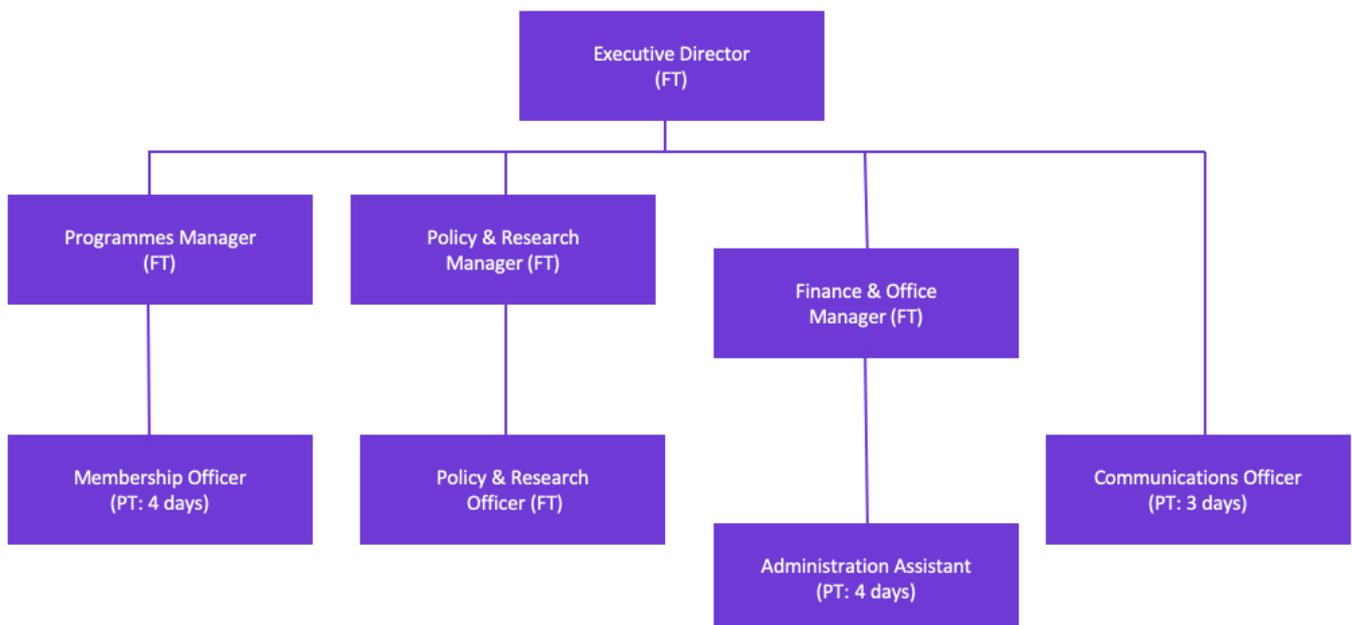
## Job Information

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Job Title	Policy & Research Officer
Salary (Gross)	€2.274,00 per month + Prime de Fin D'année (1 month) + Double Pécule de Vacances (0,92% of 1 month)
Additional benefits	€7 lunch voucher for every day worked Monthly local travel subsidy Daily subsistence allowance for work outside of Belgium
Working Hours	37,5 hrs per week
Holiday Entitlement	34 days (inclusive of public holidays)
Line Manager	Policy & Research Manager
Contract	Permanent

## IGLYO Secretariat

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## Additional Benefits

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- Meal vouchers (€7,00) for every full day of work
- Monthly local travel subsidy
- €250 towards relocation costs (if relevant)
- Paid travel, subsistence and accommodation for work related meetings where necessary

## Who Can Apply?

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Candidates **must be eligible to work in Belgium** at time of application.

IGLYO will not consider age, gender, sexual orientation, gender identity, sex characteristics, socio-economic status, ethnic identity, religious or political beliefs, (dis)ability or any other non-work-related criteria in the selection process.

*IGLYO particularly welcomes applications from women, trans, and non-binary people. IGLYO also welcomes applications from individuals from an ethnic minority and/or who are under thirty years old.*

## How to Apply

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Please read through the role description and personal specification contained within this pack, and if you match all the essential criteria, we invite you to complete our Application Form and submit it online.

## Selection Details

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Candidates who are shortlisted will be notified by email and will be asked to attend an online interview (see front page for dates). They will be asked to complete an exercise prior to the interview. Only shortlisted candidates will be notified, and unfortunately, we will not be able to provide feedback to unsuccessful applicants.

The successful candidate will be expected to take up their post two months after the interview, but an earlier start date is preferable.

Informal enquiries about the post can be sent to [jobs@iglyo.com](mailto:jobs@iglyo.com)

# Job Description

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## Policy & Research Officer

### Research

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- To work with the Policy & Research Manager and IGLYO's Education Steering Group to review and update IGLYO's Inclusive Education Indicators
- To conduct extensive research into current national education laws, policies and practices in 49 European countries
- To work closely with IGLYO's member organisations, education experts, and European LGBTQI networks to gather and review data on state education policies
- To work with the Policy & Research Manager to produce the second edition of IGLYO's Inclusive Education Report
- To work with the Policy & Research Manager to score each country objectively and create the second edition of IGLYO's Inclusive Education Index and Map
- To work with a designer to develop high quality resources both online and in print
- To design and conduct an advocacy needs assessment with IGLYO's full membership
- To analyse the data from the needs assessment, identifying key trends and priorities, to develop a long term advocacy strategy for the organisation with the Policy & Research Manager

### Policy & advocacy

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- To keep abreast of all key policy needs for LGBTQI young people in Europe
- To facilitate and participate effectively in relevant meetings with European institutions and civil society organisations to ensure the priorities of LGBTQI young people are represented
- To represent IGLYO and disseminate its research to a wide range of audiences
- To organise events and meetings to promote IGLYO's policy work
- To identify key partners and strategic partnership opportunities locally, nationally and internationally

### General

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- To support the smooth running of the Secretariat
- To assist with the preparation of various events
- To attend various events/meetings to present IGLYO's work
- To undertake other reasonable duties which may be required from time to time

## Personal Specification

Area	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> <li>- Degree in social sciences or a minimum of two years' work in the social sector</li> <li>- Postgraduate degree in social research or demonstrated experience conducting social research</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working for an NGO</li> <li>- Experience of conducting research on national or international policies, preferably including the experience of young people</li> </ul>
Skills, Knowledge & Personal Qualities	<p><b>Research</b></p> <ul style="list-style-type: none"> <li>- Demonstrated ability to appropriately implement quantitative data collection methods, taking into consideration any ethical concerns</li> <li>- Proven knowledge of qualitative research methodologies</li> <li>- Demonstrated ability to undertake accurate data analysis for decision making and to draw significant recommendations</li> </ul> <p><b>Policy and advocacy</b></p> <ul style="list-style-type: none"> <li>- Proven knowledge of the international LGBTQI rights framework</li> <li>- Proven knowledge of European anti-discrimination laws and policies</li> </ul> <p><b>Project management</b></p> <ul style="list-style-type: none"> <li>- Demonstrated capacity to plan and manage long-term projects with multiple partners and stakeholders</li> <li>- Demonstrated ability to organise, plan and prioritise workload and work under pressure to meet tight deadlines and achieve agreed outcomes</li> <li>- Ability to work autonomously and to organise own's time, resources and priorities effectively to achieve a specific goal</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>- Ability to produce clear and concise reports for publication and high-quality oral presentations for a wide range of audiences</li> <li>- Ability to simplify and communicate complex information to various audiences and to use communication styles that are appropriate to different people and situations</li> <li>- Excellent spoken and written English</li> </ul> <p><b>Interpersonal</b></p> <ul style="list-style-type: none"> <li>- Ability to build mutually respectful and productive relationships with partners, members and other stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>- Experience on narrative inquiry and thematic analysis</li> <li>- Knowledge of methods to conduct research with young people</li> <li>- Understanding of intersectionality</li> <li>- Knowledge of inclusive education policies in the EU, and anti-discrimination laws applicable to education</li> <li>- Experience designing, implementing and evaluating research projects</li> <li>- Knowledge of other EU languages</li> <li>- Previous experience publishing research reports and papers</li> <li>- Experience building strategic partnerships with key stakeholders, such as other NGOs, policy-makers, professional bodies, etc.</li> </ul>
Technical	<ul style="list-style-type: none"> <li>- Excellent IT skills with experience of reviewing shared documents and working with Microsoft Office</li> <li>- Proven knowledge of quantitative and qualitative data analysis tools (i.e. SPSS, Atlas.ti and NVivo)</li> </ul>	
General	<ul style="list-style-type: none"> <li>- Eligible to work in Belgium</li> <li>- Ability to relocate to Brussels and travel on an occasional basis</li> <li>- Ability to work flexibly, including working irregular hours with reasonable notice</li> </ul>	