

# POLICY & RESEARCH OFFICER

## Application Pack

<b>Closing Date</b>	<b>10/05/2021 9 AM CEST</b>
<b>Interview Invites</b>	<b>13/05/2021</b>
<b>Online Interview Date</b>	<b>24-25/06/2021</b>

**IGLYO particularly encourages applications from women, trans, non-binary & intersex people, individuals from racialised communities, ethnic minorities & people who are under 30 years old.**

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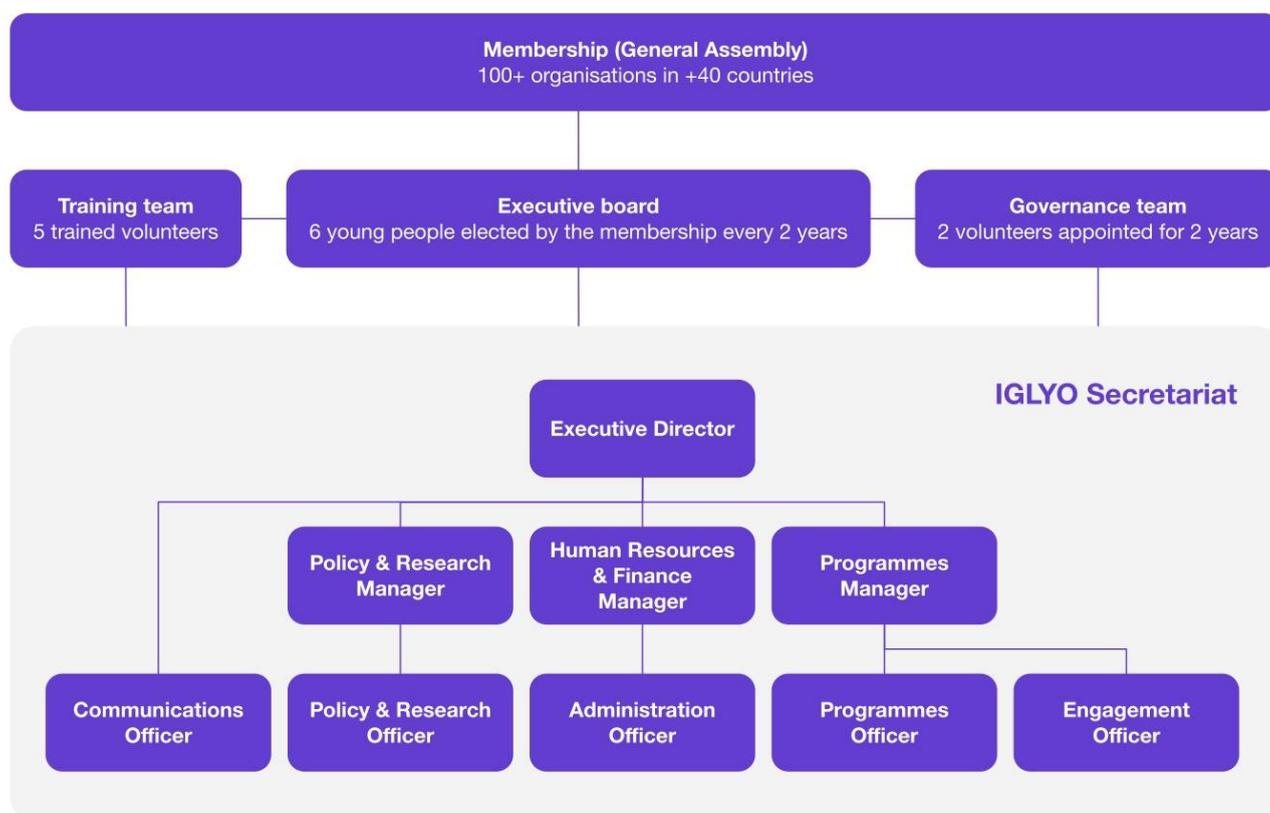


## Introduction

The International LGBTQI Youth & Student Organisation (IGLYO) is a member-based youth and student network, with over 100 members in 40 Council of Europe countries. IGLYO's vision is a world where we, young people in all our diversity, are able to express and define our own sexual orientations, gender identities, gender expressions and variations in sex characteristics, and are able to participate fully in all aspects of life, rise to our full potential, and enjoy respect and positive recognition.

IGLYO strives to ensure the voices and experiences of LGBTQI young people are present and heard by decision-makers at European and international levels, by implementing and designing research and policy work in areas such as inclusive education. To create an influential collective of young activists, IGLYO also builds the confidence, skills and experience of LGBTQI youth through cross-cultural exchange and peer learning activities. More information about IGLYO's work can be found at [www.iglyo.com](http://www.iglyo.com).

## IGLYO organisational structure



## Working at IGLYO

At IGLYO, we believe that you come first. In a period where we feel most alone and isolated, we understand that connecting to each other is of uttermost importance. That is why a typical day, week, month and even year at IGLYO is ever-changing. We moved from hugs to virtual high fives during the global pandemic, but we kept true to one belief: great work starts with us. Not us as individuals, but us as a team.

As a small team, we believe that each and every single one of us plays an important role in the work we do. Every project involves multiple key players, from organising and facilitating online discussions, to planning and conducting our Inclusive Education Report. Without you, there is no us.

At the same time, we acknowledge that we have to keep moving forward, which is why we check in with each other regularly during our weekly staff meetings. Did your cat do something silly or did you take an

amazing bike ride around your city? We'd love to hear it! Besides the staff meetings, we also organise meetings with both board and staff, where we discuss and review the activities we do and brainstorm about points of improvement.

Your voice in the organisation is important. Without you, there is no us. Without hard work, there is no progress. That is why we believe that effort pays off, both for your personal growth as for the visibility of the work we do. So who is our ideal candidate? We are looking for people who fit into the team. People who we can depend on but who can work independently. Risk-takers who know how to deliver great results and know the importance of inspiring work, without losing track of deadlines. Overall, reliable go-getters who want to create something beautiful together with us and who want to inspire others to do the same. Having a job means hard work, but it's up to you to turn yours into play.

## Job Information

<b>Job Title</b>	Policy and Research Officer
<b>Salary (Gross)</b>	<ul style="list-style-type: none"><li>• 2275,00€ per month</li><li>• Prime de Fin D'année - <i>this is a 13th month salary, paid in December along with a 12 month salary, taxed slightly differently.</i></li><li>• Double Pécule de Vacances - <i>this is an extra month holiday pay, paid (after 1 year of work in Belgium) in May to the value of 92% of a usual work month.</i></li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>• 7€ lunch voucher for every day worked - <i>averaging at 150€/month</i></li><li>• Monthly local travel subsidy - <i>this payment depends on where you live &amp; what form of travel you take to the office</i></li><li>• Yearly training allowance</li><li>• Relocation costs covered up to 250€</li></ul>
<b>Holiday Entitlement</b>	<ul style="list-style-type: none"><li>• 22 days annual leave (in addition, Belgium has 10 public holidays)</li><li>• Additional 5 days annual leave between 25-31 Dec</li></ul>
<b>Working Hours</b>	37,5 hrs per week (5 days), core working hours between 9h30 & 16h00.
<b>Line Manager</b>	Policy and Research Manager
<b>Contract</b>	Permanent

## Who can apply?

Candidates must be eligible to work in Belgium at time of application, as IGLYO does not currently have the capacity to sponsor work visas.

IGLYO particularly welcomes applications from women, trans, non-binary and intersex people, individuals from black communities, other communities of colour & ethnic minorities & who are under 30 years old.

As part of its efforts to ensure diversity & inclusion, IGLYO needs to record equalities data on the applicants for open positions. As part of this process, [please fill out this anonymous \(non-identifiable\) equalities form](#), if you choose not to do that, there will be no negative consequences for you in the application process.

## How to apply?

Please read through the job description and personal specification contained within this pack. If you match the essential criteria, [we invite you to complete our Online Application Form](#). When completing the application form, [we also invite you to fill in our equalities form](#) (this not obligatory). The form will help us understand who we are reaching out to & enable IGLYO to work towards greater diversity and inclusivity.

If you're successful, you will be notified by email and will be asked to attend an online interview, along the interview invite, you will be sent a pre-interview exercise to complete.

The successful candidate will be expected to take up their post within one month, the start date is negotiable.

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

# Job description: Policy and Research Officer

## Policy & Advocacy

- To work closely with IGLYO's Policy and Research Manager to keep abreast of all key policy needs for LGBTQI young people in Europe, and plan advocacy strategies and activities to influence European, national and local policies and practices
- To identify emerging issues for LGBTQI young people, analyse the policy implications and possibilities and design appropriate responses
- To provide advice on policy positions on key areas (such as inclusive education) and support the work of local, national and regional LGBTQI and youth organisations
- To prepare policy papers, reports, briefings and press releases on key policy issues concerning LGBTQI young people
- 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
- To develop communication messages and materials, in collaboration with IGLYO's Communications Officer, to disseminate IGLYO's advocacy work and reach a wide range of audiences

## Research & Data Collection

- To work with IGLYO's Policy and Research Manager to design and conduct research on key topics concerning LGBTQI youth (such as inclusive education and schools bullying)
- To work closely with IGLYO's member organisations, education experts, and European LGBTQI networks to gather and review data on state legislation and policies concerning LGBTQI youth
- To conduct research on current national education legislation, policies and practices all across Europe
- To support Staff, Board and members designing and analysing data in several research projects
- To develop communication messages and materials, in collaboration with IGLYO's Communications Officer, to disseminate IGLYO's research work and reach a wide range of audiences

## General

- To contribute to the staff team to ensure the smooth running of the team on a day to day basis
- To prepare reports and other relevant documents for the Board, the Executive Director, and funders as required
- To support with the organisation of team meetings, board meetings, the general assembly and other events as required
- To attend events and meetings to represent IGLYO when needed
- To undertake other reasonable duties which may be required from time to time
- Ability and willingness to travel up to 25% of the time

## Personal specifications: Policy and Research Officer

Area	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>1-3 years of professional experience in a relevant advocacy, policy or research related position, preferably in a civil society organisation</li> </ul>	<ul style="list-style-type: none"> <li>Experience publishing policy papers, briefings and research reports</li> <li>Proven record of influencing European, national or local policies</li> <li>Experience conducting research on national or international policies, preferably covering youth rights</li> </ul>
<b>Personal Qualities, Skills &amp; Knowledge</b>	<p><b>Policy &amp; advocacy</b></p> <ul style="list-style-type: none"> <li>Good knowledge of the EU, the Council of Europe and the UN reporting mechanisms</li> <li>Proven knowledge of the international LGBTQI rights framework</li> <li>Proven knowledge of European anti-discrimination laws and policies</li> </ul> <p><b>Research</b></p> <ul style="list-style-type: none"> <li>Ability to appropriately implement data collection, taking into consideration any ethical concerns</li> <li>Ability to undertake data analysis for decision making and to draw significant recommendations</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 or achieve agreed outcomes</li> <li>Ability to work autonomously and to organise workload, resources and priorities effectively</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> </ul>	<ul style="list-style-type: none"> <li>Knowledge of other languages than English</li> <li>Knowledge of inclusive education policies in Europe, and anti-discrimination laws applicable to education</li> <li>Knowledge of qualitative and quantitative methods to conduct research with young people</li> <li>Understanding of intersectionality in research</li> <li>Experience of thematic analysis</li> </ul>

	<ul style="list-style-type: none"> <li>● Ability to simplify and communicate complex information to various audiences, and 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>	
<b>Technical</b>	<ul style="list-style-type: none"> <li>● Excellent IT skills with extensive experience of using Microsoft Office &amp; Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of quantitative and qualitative data analysis tools (e.g., SPSS, Atlas.ti or NVivo)</li> </ul>
<b>General</b>	<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 sometimes working irregular hours</li> </ul>	

# Application questions

Below you'll find the information you have to submit in your application. Please do not send a word document with this information but **fill in this online application form**. For the *Qualifications & Employment* section, please [download this word document](#), fill it in and upload it in the [application form](#).

We do not accept CVs and cover letters.

When filling your application, we encourage you to use the STAR method.

## 1. Personal details

- Your name
- Your pronouns
- Your birth date
- Your Email address
- Your Phone number
- Eligibility to work in Belgium

## 2. Application questions

Below are some questions to help you highlight your experience and achievements in your work. The questions directly relate to the competencies listed in the Policy and Research Officer role description. Your responses should help you demonstrate what moves you to join an international LGBTQI youth organisation like IGLYO. Please do not simply list the tasks you have undertaken or repeat the information you provided in your employment history. You are welcome to include examples of your experience in paid and voluntary positions. If possible, try to provide different examples for each question. We also encourage you to demonstrate your knowledge of LGBTQI rights, youth participation, intersectionality and anti-racism in all answers. **Please limit your response to each question to a maximum of 250 words/1500 characters.**

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### Qualifications & Employment History

Please [download this word document](#), fill it in and upload it back in the [application form](#).

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### Policy & Advocacy

Please answer in 250 words/1500 characters (maximum). As IGLYO's Policy and Research Officer, you will work with civil society organisations, intergovernmental institutions and policy-makers to advocate for the promotion and protection of LGBTQI youth rights. Describe your experience working in advocating for LGBTQI rights. Explain what motivated you to engage in a specific advocacy project (professionally or as a volunteer), and specify what you did. Name at least a social or policy change to which you contributed, and describe the achievement of which you are most proud.

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### Coalition building

Please answer in 250 words/1500 characters (maximum). IGLYO's Policy and Research Officer will also need to forge alliances with key stakeholders, such as human rights organisations, policy-makers or LGBTQI young activists. Please give an example of a moment in which you successfully helped build

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strategic partnerships in the past. Describe the steps you took to facilitate dialogue between different actors, and explain what you did to keep them motivated.

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### **Research**

Please answer in 250 words/1500 characters (maximum). One of IGLYO's Policy and Research Officer's tasks is to conduct research on European policies and laws for our advocacy work. Provide an example that demonstrates your experience conducting this type of research, either nationally or internationally. Please describe your role in a specific research project and mention its strengths and limitations from your point of view.

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### **Communication skills**

Please answer in 250 words/1500 characters (maximum). IGLYO's Policy and Research Officer will have to communicate complex information to diverse audiences and use various communication styles appropriate to different contexts or situations. Please provide an example of a situation in which you adapted the same message to diverse audiences. Which steps did you take to ensure your communication was effective? How did you decide what information was relevant and what information had to be left out? This example should illustrate both your oral and writing communication skills.

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### **Free Answer**

Please answer in 250 words/1500 characters (maximum). This is the space for you to tell us more about yourself. Please use it to share what you have not yet mentioned in the responses above. What motivates you to work on LGBTQI youth rights? What are your strengths and expectations, and how would they influence IGLYO's work?