



The European Parliament's

Intergroup on
LGBTI Rights

Call for applications Secretary of the Intergroup on LGBTI Rights in the European Parliament

Deadline 15 December 2019, 23:59 CET.

A. THE LGBTI INTERGROUP

Founded in 1999, the European Parliament's Intergroup on LGBTI Rights aims to advance the rights of lesbian, gay, bisexual, transgender and intersex people throughout the work of the European Parliament and the European Union. The LGBTI Intergroup takes and seeks to mainstream an intersectional perspective in its work, and therefore looks at discrimination against LGBTI people together with other types of discrimination such as based on race, ethnicity, religion and faith, disability, age and gender.

In the 8th legislature, the LGBTI Intergroup was the largest of the European Parliament's 28 Intergroups with over 150 Members, who are all democratically-elected Members of the European Parliament.

B. JOB DESCRIPTION

Directly under the authority of the Intergroup Bureau, the Secretary will be responsible for running the Intergroup. Their main responsibilities will be to:

- **Closely follow political developments** in the field of human rights, equality and non-discrimination in the European Parliament, other EU institutions, and Member States;
- Based on this monitoring, **suggest actions** to the Bureau and/or Members of the Intergroup, and help them take informed political decisions;
- **Implement** the Presidents' political decisions;
- **Report** on the Intergroup's work regularly;
- **Develop** and maintain relationships with LGBTI and human rights civil society organisations.

In practical terms, the position will frequently feature the following tasks:

- Follow debates in relevant committees and the monthly plenary;
- Advance views via amendments, resolutions, reports, and parliamentary questions in partnership with other assistants, political advisers and other senior staff, MEPs and civil society;
- Write press releases, letters or newspaper columns;
- Write briefings, summaries and parliamentary questions;
- Send voting alerts and advice to Intergroup members;
- Organise political events in the European Parliament;
- Regularly liaise with other institutions, EU agencies, civil society and non-governmental organisations, the press, and the general public;
- Fully maintain the Intergroup's online presence (website and social media);

C. PROFESSIONAL PROFILE

Successful candidates **must** be able to demonstrate:

- **Existing knowledge and experience** of working at the **European level** on issues related to human rights, non-discrimination and LGBTI rights in Europe, as well as a sharp political understanding of current developments;

- Ability to analyse issues related to LGBTI human rights and non-discrimination from an **intersectional perspective**, especially at the European level;
- A proactive, self-driven and independent approach to work;
- Reactivity, independence and diplomacy in their thinking;
- Eagerness and ability to learn quickly and adapt to new challenges;
- An essential ability to network professionally, identify political supporters, and represent the Intergroup before senior political figures and fellow staff;
- Proven organisational skills and capacity to solve sensitive situations;
- Proven ability to research and present information concisely;
- Excellent oral and written skills in English, and knowledge of French or other languages;
- The ability to produce professional-grade documents in Word, Excel and PowerPoint; use online publishing platforms (e.g. WordPress, blogs); and maintain a good presence on social networks (Facebook, Twitter).

D. EMPLOYMENT DETAILS

Employment should begin at the beginning of 2020.

The contract will initially last six months (probation period), followed by a contract until the end of the legislature. The position is forecasted to be full time but the Intergroup would be willing to discuss variable working times or co-coordinator sharing depending on candidate circumstances.

The Coordinator will be employed as an Accredited Parliamentary Assistant, and benefit from all sickness, holiday, accident and unemployment benefits afforded to EU civil servants, included financial relocation assistance to Brussels if necessary.

Applicants who are not EU citizens must be in possession of a valid permit to stay and to work in the European Union.

E. APPLICATION PROCESS

Candidates must send the documents below **in PDF format** to terry.reintke@europarl.europa.eu, with juliette.sanchez@europarl.europa.eu in CC:

- A **curriculum vitae** in English, of strictly two pages maximum including a list of **two references** with their contact details;
- A **cover letter** in English, of strictly one page maximum, detailing why you are the best candidate for the job and your motivation;
- Response to the **following questions** (250 words maximum each):
 - Question 1: How would you help to ensure the implementation of the Intergroup's political priorities?
 - Question 2: How would you raise more awareness about the Intergroup's work, both internally and externally?

Deadline: Sunday 15 December 2019, 23:59 CET.

Please format your documents with "LGBTI Intergroup Secretary - LAST NAME - CV/Cover letter/essay" and use "LGBTI Intergroup Secretary 2019" in the subject line.

Applications who do not fill the requirements set above or sent after the deadline will not be considered.

Interviews will be held mid-January.