

The Anti-Racism and Diversity Intergroup (ARDI) is hiring – Maternity leave cover

19/10/2021

ARDI is hiring a Coordinator to cover a maternity leave for the period 15/12/2021-15/05/2022.

Deadline: 7th November 2021, 23:59 CET

A. ARDI INTERGROUP

The European Parliament Anti-Racism and Diversity Intergroup (ARDI) is a cross political party grouping that exists to promote racial equality, counter racism, and educate about non-discrimination in the work of the European Parliament. It aims to be at the heart of parliamentary work for racial equality, and against all discrimination based on racial and ethnic origin.

Intergroups are formed of Members of the European Parliament from different political groups with a view to holding informal exchanges of views on particular subjects and promoting contact between members and civil society.

Intergroups are subject to internal rules adopted by the Conference of Presidents which set out the conditions under which Intergroups may be established at the beginning of each parliamentary term and their operating rules.

Intergroups are not Parliament bodies and may not express Parliament's opinion.

In the 9th legislature, the Intergroup **Bureau** consists of **9 Presidents** (7 Co-Presidents and 2 Vice-Presidents). The work of ARDI is actively supported by almost **100 Members**, who are all democratically elected Members of the European Parliament.

B. JOB DESCRIPTION

Directly under the authority of the Intergroup **Bureau**, the Coordinator is 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, particularly focusing on the field of anti-racism 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;
- **Maintain** relationships with anti-racism experts - civil society organisations, activists, academics.

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

- Follow debates in relevant committees and the plenary sessions;

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

C. PROFESSIONAL PROFILE

Successful candidates must be in possession of a **minimum Bachelor Diploma or have at least three years of fulltime professional experience** to be recruited. The candidate **must** be able to demonstrate:

- Existing knowledge and experience of working at the European level on issues related to human rights, non-discrimination and anti-racism in Europe, as well as a sharp political understanding of current developments;
- Ability to analyse issues related to racism 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; other languages are an asset
- The ability to produce professional-grade documents in Word, Excel and PowerPoint and maintain a good presence on social networks (Facebook, Twitter) and website.

D. EMPLOYMENT DETAILS

Employment should begin on December 15th of 2021.

The contract will last 5 months.

The position is forecasted to be full time.

The Coordinator will be employed as an Accredited Parliamentary Assistant and benefit from the Conditions of Employment of Other Servants of the European Union.

E. APPLICATION PROCESS

Candidates must send the documents below **in PDF format** to cornelia.ernst@europarl.europa.eu, with jelena.jovanovic@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 question** (250 words maximum):
 - How would you help to ensure the implementation of the Intergroup's political priorities?

Deadline: Sunday 7 November 2021, 23:59 CET.

Please format your documents with "ARDI Coordinator – LAST NAME – CV/Cover letter/essay" and use "ARDI Coordinator Replacement" 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 in November 2021.