



TERMS OF REFERENCE

Advocacy and Legal Volunteer

MISSIONS OF THE VOLUNTEER:

PROJECTS

The Advocacy and Legal Volunteer assists the Advocacy and Legal Lead of the European Network of Migrant Women in coordinating EU-wide projects, notably on the area of fundamental rights and political participation. Project tasks may include:

- Organising meetings, reaching out to partners, taking minutes during meetings
- Research
- Drafting documents, statements and contributing to reports
- Supporting administrative and logistical tasks (updating the Drive, supporting event/in-person meetings organisation, etc.)

ADVOCACY AND LEGAL

The Advocacy and Legal Volunteer assists the Advocacy and Legal Lead of the European Network of Migrant Women in implementing the Network's advocacy strategy. Advocacy tasks may include:

- Mapping, creating/updating databases on relevant stakeholders and key actors, including EU and international institutions and bodies, funders and individuals
- Drafting emails, info-sheets and statements
- Monitoring updates/news of relevant legal/policy initiatives at EU, CoE and UN levels and key initiatives/developments in the areas of work of the network

The tasks of the Advocacy and Legal Volunteer include:

- Participation in meetings, including 1-1 weekly meetings with the Supervisor along with at least 1 staff meeting per month with the Network's team.

Occasionally, the tasks of the Advocacy and Legal Volunteer may include:

- Support in drafting of grant applications;
- Support in administrative tasks;
- Joining the Network's staff members in meetings and events;
- Other occasional tasks in relation with the actions and projects of the Network.

REQUIREMENTS :

- Fluent English (written and spoken)
- Very good writing skills
- Adherence to the values of the European network of migrant women
- Ability to work independently
- Availability 2 to 3 days a week for a period of at least 4 months
- Interest and experience in women's rights and migrant issues
- Previous experience in a civil society organisation would be a plus
- Studies in law or political science and knowledge of European institutions are a plus, but not essential
- Fluency in French and residence in Brussels are pluses, but the volunteering can be carried out remotely

CONDITIONS:

- Remote volunteering with the possibility of coming to work on the premises of the European Network of Migrant Women if the person lives in Brussels
- Unpaid
- 2 to 4 days a week for a minimum of 3 months

TIMELINE:

- Applications: Until 27/10/23
- Interviews: Week of 30/10/23
- Beginning of volunteering: 06/11/23

APPLICATION PROCESS:

- Fill [this form](#)
- Send your CV to alyssa@migrantwomennetwork.org