



TERMS OF REFERENCE

Title: Operations Manager and Policy Advisor

Reporting to: EFOMW's board of directors. Monthly reporting to the Chair (Iman Sandra Pertek)

Post: Part time between 12-16 hours a week

Location: Preferably based in Brussels, or possibility to often travel to Brussels and work effectively from distance.

Salary: In range of \$1600 per month - depending on the level of experience

Contract type: 18 months consultancy based

Background:

The European Forum of Muslim Women works within the European Union for the consolidation of bonds and the exchange of experience between the various members in order to support the involvement of the Muslim woman in the society as a citizen and to better response to her worries and to defend her interests and apply to the European and international authorities. Office of the Forum is placed in Brussels to take advantage of proximity to the European Union institutions.

The Forum speaks on behalf of Muslim women in Europe, their problems, their aspirations and could provide the social realities of Muslim women and defend their causes. The Forum is committed to make a change on the mentality and the condition of Muslim woman. Our public awareness campaigns are mainly directed towards the admiration of the Muslim Woman potentials, and her role in the family and society and the contribution of the Muslim woman in the social, economical and political fields of society. The Forum puts a great effort to change the negative common impressions which imprison the Muslim woman within a pejorative framework.

In recent years Forum has gained a good reputation in the European institutions and we are often consulted about issues related to the situation of Muslims in Europe, especially when it comes to women's issues. That placed a great responsibility on us to employ more staff that will work in full capacity on issues of importance to Muslim women, such as lobbying for legislation at the European level, implementation of public campaigns, participation at conferences etc. Forum activists so far have worked on a voluntary or a part-time basis, but due the complexity of activities in recent period we have a great need for more employees.

About European Forum of Muslim Women:

The European Forum of Muslim Women is a Brussels-based NGO, and the largest network of European muslim women organisations working on issues of inclusion, empowerment, anti-discrimination and gender equality.

Established in 2006 by Muslim Women organisations working all over Europe who felt the urgent need to have their concerns voiced at the European level, EFOMW's mission is to advocate for policies that bring inclusion and empowerment to all women living in Europe, especially muslim women, one of the most vulnerable minority groups in Europe. We also advocate for an increased participation and involvement of muslim women in the public sphere and in their communities.

Our vision:

Cohesive, inclusive and equal Europe for all women, including Muslim women

Our objectives are:

1. To represent Muslim women in the European and international authorities and to defend their interests.
2. To support the dialogue between citizens of various beliefs, backgrounds or political tendencies of the society for common goods.
3. To co-operate with European and international women associations of different denomination.
4. To stand against discriminations based on religion, colour, race or any other kind of discrimination especially those against Muslim women in particular.
5. To aware the general public of the importance of family values and to reinforce its role in the stability of the societies.
6. To contribute in the promotion of European identity, by developing educational and cultural events for the Youth in European countries.
7. To work for the equality between men and women in the strategic domain of the employment and the social fields.

The rights and the responsibilities of Muslim Woman in Europe is been a considerable issue in most of European countries; each EU member (state) has dealt with this issue in a different way. The European Forum of Muslim Women summarizes the spirit of all women who wish to create a peaceful and tolerant common future through dialogue and fruitful exchange of ideas.

Main activities of EFOMW are: initiation and participation in the social and political debates; organizing conferences, seminars and congresses; issuing publications and feeding the media with important information in regard of Muslim woman in Europe.

The Board of Directors consists of 3 Directors, Vice-Chair, Chair and a Treasurer. We have at present **3 part-time staff**; Advocacy Advisor (Brussels based), Project Officer (Brussels based) and Administrative Secretary (based abroad).

Role description:

In this exciting position you will be responsible for EFOMW's Vision 2021 Delivery; policy development and project management. You'll be leading all operations and implementing and supporting EFOMW's strategic direction to work on intersectional discrimination, gender inequality and anti-Muslim hatred at the EU level. The job entails leading our team on the development of policies, research and communications products in relation to intersectional discrimination. You will also support our policy and advocacy approaches and develop and influence thought in the sector. The role will ensure that we continue strengthening EFOMW's intersectional and feminist approaches particularly in the context of core support we have received from Open Society Foundation.

The ideal candidate should have proven experience and understanding of the role and importance of addressing intersectional discrimination at EU legislation. The successful candidate will have experience in project management delivery, change management, training development and staff capacity building, including that of member organisations across European countries. They will have familiarity and understanding of Muslim women's situation in Europe. The individual will be expected to develop and maintain a high level of technical knowledge in line with industry thought and policy development. They'll have strong analytical skills, ability to implement change and be able to think strategically. The candidate will have excellent communication skills including very good command of spoken and written English Language, other language skills particularly French and Arabic are desirable.

The candidate is preferably based in Brussels, or has possibility to often travel to Brussels and work effectively from distance.

Reporting to

- ✓ EFOMW's Board of Directors. Monthly reporting to the Chair.

Role purpose:

- ✓ To lead operations of EFOMW including the development of EFOMW's policy positions, monitoring of EU policy development in selected areas and improvement of EFOMW's effectiveness through Vision 2021 delivery

Key Relationships:

- ✓ Personnel – Advocacy Coordinator, Project Officer and Network Development Coordinator
- ✓ Brussels based peer organisations
- ✓ EU officials and EU institutions
- ✓ EFOMW's Board and Member Organisations

Your Role would be to:

Mange EFOMW operations

- ✓ As a manager, contribute proactively to the collective leadership of EFOMW, work collaboratively with Board Directors, Member Organisations, partners and stakeholders to deliver the organisation's objectives and priorities.
- ✓ Lead by example in modelling and embedding the EFOMW values and behaviours, working collaboratively with colleagues, partners and other stakeholders, to help build a sustainable, highly effective organisation and develop our reputation as a successful NGO, delivering great value for its Member Organisations and improving situation of Muslim women in Europe

- ✓ Actively contribute to the integrated delivery, improvement, management and performance of EFOMW, managing activity of the internal team, Board and external partners, as required. Help to ensure overall objectives are translated into effective plans and that the EFOMW 2021 vision is delivered.
- ✓ Deliver EFOMW 2021 vision – develop and communicate directions for the team to keep focus on delivering the priorities of the vision and ensure that EFOMW’s mission, vision, values and strategic aims are central to everything we do.
- ✓ Lead change - be realistic, transparent and clear on the challenges. Communicate the reasons for change and ensure its understanding. Inspire people to get involved, to question and to take change forward
- ✓ Make difficult decisions – tackle issues proactively and find solutions, be accountable for the decisions that have been made
- ✓ Engage staff, Board Members and Member Organisations – win strong support through effective and regular communication, collaboration and feedback
- ✓ Be commercial – create opportunities to generate growth, income and maximise potential
- ✓ Prepare comprehensive reports, briefing notes, presentations and updates on delivery progress as required including coordination of OSF’s grant technical and financial reporting
- ✓ Manage permanent and temporary team members and trainees including providing each member with appropriate development opportunities through appraisal system, and regular 1:1 sessions.
- ✓ Inspire the team to deliver EFOMW 2021 vision, embrace change and develop opportunities.
- ✓ Attend and contribute to Board monthly meetings, staff briefings and conferences.
- ✓ Supervise research, digital communications and other public facing materials
- ✓ Undertake other tasks & responsibilities that the EFOMW’s Chair deems necessary and appropriate

Undertake policy analysis and research

- ✓ Produce rigorous policy analysis, reports and briefings with recommendations for changes in the policy and practice of EU and other European institutions.
- ✓ Work with the team to identify and develop key policy areas
- ✓ Undertake desk based and field research, commission researchers or coordinate country-based researchers
- ✓ Monitor policy and political debates and developments on your current issues.

Take part in public and private debate, particularly online

- ✓ Identify, secure and act on opportunities to communicate EFOMW’s policy and thinking through writing articles, blogs, online debate and public speaking.
- ✓ Network with colleagues in other NGOs and academic institutions to share intelligence and develop joint thinking.

Shape and implement advocacy and campaigns strategies

- ✓ With colleagues in the Advocacy Team, develop and implement policy and advocacy strategies.

- ✓ Network with relevant EU and international networks to co-ordinate and undertake joint work.
- ✓ Lobby civil servants; elected officials and other decision makers international levels.
- ✓ Provide written briefings for decision makers on behalf of EFOMW

Personal Qualities and Skills:

- ✓ Passionate about the role of Muslim women in tackling intersectional discrimination
- ✓ Problem solver with an ability to identify and resolve issues with speed
- ✓ Results focused - delivering value that will directly lead to achievement of results
- ✓ Strategic and independent thinker - able to think strategically to challenge/influence the status quo and offer new ideas in support of the strategy
- ✓ Team leader – demonstrates commitment to team work and creates value not only for self, but also for others. Focuses on the overall objectives of the team to continuously improve
- ✓ Self-developer - acts as role model, invests time in personal development and encourages others to do the same
- ✓ Influencer - positively influences others (external/internal) in support of organisation's objectives
- ✓ Time Management - capable of managing, developing and prioritising multiple tasks and objectives, and delivering often to tight timescales
- ✓ Excellent analytical and inter-personal skills
- ✓ Excellent IT (Microsoft Office) and communication skills - including fluent written/spoken English

Essential Experience Knowledge and Qualifications:

- ✓ A university degree
- ✓ Demonstrated experience managing teams including the management of professional staff
- ✓ Demonstrated experience in strategic and forward planning and project management
- ✓ Effective communicator with substantial experience managing range of diverse stakeholders
- ✓ Demonstrated ability to translate complex materials into clear and concise lobbying/policy documents
- ✓ Demonstrated experience initiating and driving process improvement and efficiency in the delivering organisational change or change projects
- ✓ Knowledge of EU policies and legislation in the area of equality, non-discrimination, anti-racism and Islamophobia
- ✓ Knowledge of the key EU institutions that shape development policy.
- ✓ Experience of advocacy such as coalition working or lobbying, preferably in the EU context.

Desirable

- ✓ Experience in the effective use of social networks, especially twitter.
- ✓ Command of French and or Arabic

Contract type:

- ✓ Contract type: 18 months consultancy based
- ✓ Working time: Part time between 12-16 hours a week

Salary:

- ✓ In range of \$1600 per month - depending on the level of experience

Location:

- ✓ Preferably Brussels based, or possibility to often travel to Brussels and work effectively from distance.

Apply:

By 1 May 2019

Send your application (a detailed CV, cover letter, references) to info@efomw.eu and sandra.pertek@efomw.eu

Write: " Operations Manager and Policy Advisor " in email subject line.

For more information visit: www.efomw.eu