

## **WORLD VISION EU REPRESENTATION VACANCY INFORMATION**

### **ECHO Partnership Specialist**

Full Time position based in Brussels

Established in 1950, World Vision (WV) is a Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice. We work in nearly 100 countries to serve millions of the world's most vulnerable people regardless of religion, race, ethnicity, gender or sexual orientation.

We are searching for an **ECHO Partnership Specialist** based in our EU Representation (EUREP) office in Brussels.

As one of its core activities, the WV EUREP Partnerships team assists World Vision's different offices to build a strong partnership with the European Commission, to facilitate the development sustained and increasing revenue for European World Vision offices and their partners.

### **JOB DESCRIPTION**

The ECHO Partnership Specialist will contribute to the optimal functioning of WV EU Representation (EUREP) and to the achievement of one of its strategic objectives: facilitation of the development of sustained and increased EU revenue by WV European offices and their partners. More specifically the ECHO Partnership Specialist will contribute to managing the WV Partnership with the European Commission (DG ECHO) to increase income, influence and impact for World Vision's humanitarian operations. The ECHO Partnership Specialist will report to the Director of EU Partnerships.

### **MAJOR RESPONSIBILITIES**

1. **Support implementation of EUREP Strategy for EU funding with ECHO :**
  - Support Director of EU Partnerships in development of strategy and annual work plans
2. **Support grants acquisition for ECHO :**
  - Monitor and identify appropriate ECHO opportunities and advise colleagues in the WV Partnership accordingly
  - Support the development of a robust 'pipeline of proposals' of ECHO funding opportunities with a particular focus on coordination of submissions for HIPs
  - Provide support (including in-country), coaching and advice during proposal development to ensure applications meet WV quality standards and comply with ECHO rules and regulations
  - Review proposals to ensure compliance with ECHO technical requirements and guidelines
  - Identify and grow new business opportunities relevant for WV aspirations
3. **Support the implementation of the organisation's engagement plan with ECHO :**
  - Liaise with ECHO officials in Brussels headquarters and support relationships with technical assistants in the field to gather intelligence on ECHO financing decisions and strategic priorities
  - Build and maintain strong, long-lasting, revenue generating relationships with EU officials in Brussels
4. **Capacity building on ECHO and EU donors :**
  - Lead on the development and update of capacity-building tools, mainly training material, guidance notes and briefing papers on ECHO
  - Organise in collaboration with other EU Partnerships specialists at least one training in Brussels for WV Support Offices and World Vision field offices
  - Deliver training in the field on demand according to WV EUREP Partnerships team capacity.
  - Ensure that World Vision staff (at all levels) are well-informed about changing ECHO rules and regulations

- Develop guidelines that will enable World Vision to increase its capacity to effectively implement ECHO contracts and to manage risk
  - Support capacity building on DEVCO/NEAR if needed
5. **Internal and external communication within the World Vision partnership and with INGO peers :**
- Attend relevant external civil society working groups and meetings taking place in Brussels or beyond that are related to Humanitarian Aid, including collaboration with VOICE network
  - Contribute to internal bi-annual meetings of WV EPRG (European Program Reference Group)
  - Make sure communication flows and collaboration is optimum between WV offices holding a FPA with ECHO
  - Liaise internally with WV International Disaster Management team
6. **Any other activities contributing to the achievement of WV EUREP Partnerships team's strategic objectives for EU funding**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Master's degree in Economics, Political Science, International Development, International Relations, Human Rights or a related public policy field
- At least 5 years of previous relevant work experience, including working in resource acquisition, preferably in Brussels
- A proven personal track record of successfully acquiring ECHO funding
- Expertise in ECHO grant acquisition and project management, including donor engagement, proposal development and compliance
- Good knowledge of current EU funding instruments of the European Commission
- An excellent knowledge of English, both written and spoken
- Ability to communicate effectively and maintain fruitful relationships with colleagues based in multiple locations
- Good organisational skills, with the ability to work at a high standard even under pressure, good prioritisation skills and ability to meet deadlines
- Excellent networking skills and strong team player
- Can-do attitude and ability to cope with peak periods of workload
- Wholehearted support for World Vision's core values
- To be either a citizen of an EU member state **or** have a valid residence and work permit for Belgium

#### **Desirable:**

- Good command of French and/or Spanish will be an asset
- Some experiences with DEVCO/NEAR grant acquisition

### **WE OFFER**

We offer you a varied job and a working environment where personal development is encouraged;

An attractive and competitive remuneration as well as fringe benefits.

To apply please send a copy of your CV and cover letter outlining how you match the job description to [Donatienne\\_desirant@wvi.org](mailto:Donatienne_desirant@wvi.org) and [Charlotte\\_gaudion@wvi.org](mailto:Charlotte_gaudion@wvi.org) with the subject line "application ECHO Partnership specialist" by 25<sup>th</sup> November midnight.

Only shortlisted candidates will be contacted for an interview. Due to limited resources, unfortunately we will not be able to reply to an individual query.