Alliance 2015
towards the eradication of poverty

Terms of Reference for:

Alliance2015 Joint Initiatives Assistant: Advocacy and Communications

Starting date: January 2027 – one-year full-time position under CIP contract

Alliance2015 is a strategic and operational network of Europe-based international NGOs, working towards the broader vision of Agenda 2030 and a world free from poverty, hunger, injustice and inequality. We are engaged in partnerships of different types and at different levels, and Alliance2015 members are our first partnership of choice.

Job title: Alliance2015 Joint Initiatives Assistant - Advocacy and Communications
Reports to: Advocacy and Knowledge Management and Communication Leads

Job location: Brussels

Contract type:
- 1-year non-renewable paid internship (CIP contract), starting January 2027.
- Full-time role (38 hours/week), online working possible (2 days/week).
- Remuneration: 1350 EUR net/month.
- Transport and working from home allowance.
- 25 days paid holiday per calendar year.

Background:
The role of the Alliance2015 Hub is to lead and support the Alliance2015 strategy implementation, by fostering functional and strategic collaboration between members, representing and advocating in Brussels.

This position provides ad-hoc support to the Alliance2015 Hub, with focus on internal and external communications, and advocacy-related tasks. It will provide a young professional with an all-round taste of issues and ways of working in an established INGO alliance.

Job purpose:
The Advocacy and Communications Assistant will help to enhance the coordination and visibility of Alliance2015 and its members. They will support the team with:
- **Communications activities**, including managing social media profiles, further developing the website and members' area, drafting articles for newsletters, digital and print publications, and communications plans around events and projects.
- **Advocacy work**, contributing to joint positions, consultations and external events, feeding in editorial work for the quarterly Policy Monitoring, preparing and assisting meetings, attending and reporting on relevant external events as required.

Main duties & Responsibilities:
- Schedule, prepare, and support online and face-to-face meetings pertaining to Advocacy and Communications (agendas, background documents, draft minutes, supporting follow up actions, and help groups keep track of their workplan implementation).
- Support the team in the organization of events/ workshops/ roundtables/ Annual General Meetings, online or in-person.
- Coordinate with the team to ensure all relevant external and internal documentation, tools and contacts are kept updated, organized and accessible on website and SharePoint.
- Facilitate members' access to Alliance2015 SharePoint, and keep the contacts database updated.
- Administer online surveys when needed, provide support for analysis and report development, production of PPT presentations with main findings.
- Support research and analysis of content issues relevant for the Alliance2015 Strategy, supervised by the team.
- Monitor, collect and share relevant press/social media clippings, as directed.

- Draft, review and publish web and social media content.
- Contribute to the drafting of internal newsletters.
- Edit and proofread Alliance2015 publications, including brochures, leaflets, press releases, and other communication materials.
- Supporting the production of communications and visibility products and templates.
- Liaise with subcontractors, when required.
- Support advocacy with background research, drafting policy documents and/or contributing to joint positions in areas related to the Strategy (climate resilience, transforming food systems, civil society strengthening and humanitarian action, through human rights-based and Nexus approaches).
- Assist the coordination of Alliance2015 joint advocacy and participation in main EU and UN events of relevance in 2026.
- Any other relevant tasks requested by Alliance2015 staff, proportionate to the role.

Person specifications:
Essential:

- University degree in a relevant field (Bachelor or Master's level, in political science, communications, international relations, development or humanitarian studies).
- Ability to analyze and synthesize policy issues.
- Ability to prioritize and organize work in cooperation with the line managers.
- Proficiency in English with excellent writing skills.
- Fluency in MS Office and Google applications.
- Very good IT skills (including database management, Content Management Systems).
- Good interpersonal skills.
- Good listening attitude with team-working skills.
- Very well organized and result oriented.

Desirable:

- Acquired work experience through previous internships in fast-paced environments, in communications and advocacy.
- Proven experience in navigating EU institutions and processes.
- Spanish / French speaking and writing skills.
- Knowledge of Mailchimp, Canva (or other visual editing software).

How to apply

Please send a CV and cover letter **in a single pdf file** in the following format: "Last Name- First Name-CL&CV" to the following address: recruitment@alliance2015.org, indicating in the subject: "Alliance2015 Joint Initiatives Assistant - Advocacy & Communications".

Closing date for applications is **10/11/2026 (23:59 CET) for an ideal starting date in January 2027**.

***Note**: This position is not open to students currently enrolled in university. It is intended for **recent graduates**.*