

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION  
(IPPF)**

**JOB DESCRIPTION**

<b>Job Title:</b> Intern –Advocacy (paid internship)		<b>Division:</b> IPPF European Network	
<b>Location:</b> Brussels	<b>Responsible to:</b> Advocacy Advisor		<b>Date:</b> Beginning of February 2026
<b>1. JOB PURPOSE</b>			
To provide support for advocacy activities of the IPPF EN office, including for the <a href="#">Countdown 2030 Europe</a> and Safeguarding Gender Equality in EU External Action projects.			
<b>2. KEY TASKS</b>			
<b>Advocacy</b> To provide support to the effective implementation of the overall IPPF EN advocacy engagement with the European Union (EU) aimed at ensuring a strong focus on gender equality and sexual and reproductive health and rights (SRHR), in its policies and funding, both for within the EU and in its international cooperation and external action. In particular: <ul style="list-style-type: none"> <li>• Monitor the inclusion of gender equality and SRHR in EU institutions work, focusing in particular on the European Parliament (monitoring relevant debates, votes, etc.)</li> <li>• monitor the EU policy developments focusing on EU external action and funding</li> <li>• support IPPF EN representation efforts, including those for Countdown 2030 Europe and other relevant projects (attend relevant meetings), and participate in relevant coalitions' meetings;</li> <li>• support IPPF EN members and partners in their EU advocacy work through participating in preparing briefings, presentations, etc.</li> <li>• support the development of advocacy tools and resources (update decision-makers mappings / factsheets / briefings / blogs, etc.);</li> <li>• support with activities ahead of EWAG 2026 and work with the IPPF EN young people invited.</li> </ul>			
<b>Overall project(s) support</b> <ul style="list-style-type: none"> <li>• To support with the compiling of project information and reporting;</li> <li>• Contribute when needed to the logistical organisation of events, capacity building meetings and representation visits;</li> <li>• Provide administrative support for grant-making and the contracting of different consultancies/service providers</li> <li>• To perform other duties as agreed with supervisor.</li> </ul>			
<b>3. QUALIFICATION &amp; PROFESSIONAL EXPERIENCE</b>			
<ul style="list-style-type: none"> <li>- Right to work in Belgium</li> <li>- Academic knowledge of EU institutions and good understanding (including academic) of EU policies, in particular gender equality, human rights, health, international cooperation policies</li> <li>- Interest and/or (volunteer) experience in advocacy</li> <li>- Interest in SRHR, gender equality, human rights and/or international partnerships</li> </ul>			
<b>4. RESPONSIBILITIES</b>			

: a) Any staff responsibilities carried by the job holder.
<ul style="list-style-type: none"><li>• n/a.</li></ul>
b) Any financial responsibilities carried by the job holder.
<ul style="list-style-type: none"><li>• n/a</li></ul>
<b>5. SKILLS &amp; PERSONAL COMPETENCES</b>
<ul style="list-style-type: none"><li>- Fluent in English (written and spoken), any language of project partners is an asset;</li><li>- Proactive individual, able to work on specific tasks independently;</li><li>- Excellent computer skills: MS Office, database, electronic filing systems;</li><li>- Excellent writing skills</li><li>- Excellent organizational skills;</li><li>- Some skills in communications/social media is an asset;</li><li>- Ability to work under pressure, good time management, punctual;</li><li>- Strong interpersonal skills and able to work in a multicultural environment;</li><li>- Open minded, empathic and flexible;</li><li>- Commitment to gender equality, sexual and reproductive health and rights, non-discrimination and diversity, and young people and youth participation are a must.</li></ul>