



## Policy Officer

**Location:** Brussels (hybrid – remote and in-office)

**Contract:** Part-time or full-time (3-year project, starting as soon as possible)

**Eligibility:** Candidates must hold residency in Belgium or the Netherlands

The International Federation for Spina Bifida and Hydrocephalus (IF) welcomes a new phase in its mission with the launch of an exciting new 3-year project beginning in January 2026. We are seeking a **Policy Officer** to strengthen IF's advocacy at the European level, ensuring that the voices of persons with SBH are represented in policy-making and that IF's members are supported in influencing legislation and policies that affect their communities.

### About the Role

As Policy Officer, you will serve as the liaison between IF members and EU institutions, supporting advocacy, policy development, and strategic campaigning. You will provide research, analysis, and guidance to strengthen IF's position on disability rights, health, and social policy matters. You will also collaborate closely with members, partners, and the communications team to ensure coherent and impactful messaging across all platforms.

### Key Responsibilities

- Serve as a liaison between IF national members and EU institutions, ensuring SBH community voices are heard in policy-making.
- Develop and maintain effective cooperation with partner organisations, institutional stakeholders, the private sector, and funders.
- Contribute to the development and implementation of policy advocacy strategies and campaigns in close collaboration with members.
- Draft position papers, opinions, and amendments to EU policy and legislative proposals, and where relevant, contribute to UN initiatives.
- Provide analytical insights, strategic support, and expertise on rights and needs of persons with SBH and their families.
- Support organisation of events, workshops, and visibility exercises related to IF's European objectives, representing the organisation as needed.
- Provide high-quality services to IF members, including policy updates, guidance on advocacy opportunities, and training support.
- Work closely with the communications team to maintain coherent internal and external messaging.
- Support other tasks as necessary to strengthen IF's policy and advocacy impact.



## Profile

You are a motivated, proactive, and strategically minded professional with a strong commitment to disability rights and inclusive policy-making. You thrive in international, multi-stakeholder environments and can work independently while collaborating effectively with diverse teams. You can reflect on progress, analyse outcomes, and translate insights into concrete strategic plans linked to overall project and organisational objectives.

## Essential Skills and Experience

- Residency in Belgium or the Netherlands (required).
- Commitment to the social model of disability and the values of the UN Convention on the Rights of Persons with Disabilities (CRPD).
- At least 4 years of professional experience in eg., social policy, disability rights or health policy.
- Good knowledge of EU institutions and EU policy-making processes.
- Excellent research, policy analysis, advocacy, and writing skills.
- Ability to work independently, manage workload, and take initiative.
- Strong strategic thinking skills, including the ability to reflect quarterly on progress and draft actionable plans aligned with overall project objectives.
- Strong organisational and logistical skills; experience in organising events is desirable.
- Fluency in written and spoken English, with the ability to adapt communication for different audiences.
- Preparedness to grow in the role and develop new areas of expertise.
- Willingness to work outside regular office hours and travel within Europe.
- *Desirable:* Experience working in the non-profit sector, ideally with membership-based organisations.
- *Desirable:* Lived experience of disability is considered a strong asset.

## Why Join IF?

- Be part of a dynamic and diverse international team working for inclusion and human rights.
- Shape communication strategies that amplify the voices of people with Spina Bifida and Hydrocephalus globally.
- Flexible, hybrid working model based in Brussels (remote work possible).
- Opportunity to grow professionally in a meaningful, impact-driven environment.

## Interested?

Please send your **CV and motivation letter** to **Dr. Sylvia Roozen** at [recruitment@ifglobal.org](mailto:recruitment@ifglobal.org). Only shortlisted candidates will be contacted.