

Policy and advocacy traineeship

Contrat d'immersion professionnelle: 6 -12 months

Starting 28 August 2024

Brussels, Belgium

CONCORD is seeking a highly-motivated young professional to join the Policy and Advocacy Team as a trainee with a keen interest in financing and funding for sustainable development.

ABOUT CONCORD

CONCORD is the European Confederation of Relief and Development NGOs. We are made up of member organisations: 26 National Platforms, 24 International Networks and 7 Associate Members which together represent over 2,600 NGOs, supported by millions of citizens across Europe. We are the main interlocutor with the EU institutions on international cooperation and sustainable development policy, funding and practice.

We work together to ensure that European policies promote equal, just and inclusive societies in a sustainable world.

CONCORD is an equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit.

ROLE SPECIFICATION

We are looking for a young professional who is passionate, motivated, creative, cooperative, and committed and would like to gain valuable work experience and contribute to the work of a confederation of NGOs whose vision is of a world in which poverty and inequality have been ended; in which decisions are based on social justice, gender equality and upon our responsibility to future generations; where every person has the right to live in dignity, sustainably, on an equal basis, free from poverty.

As a trainee, you will support CONCORD's Policy and Advocacy work. You will work within our Policy and Advocacy team under the supervision of our Senior Policy and Advocacy Adviser to support CONCORD's work in **financing and funding for sustainable development**

Main learning objectives

- You will be able to acquire a good understanding of decision-making processes in the EU institutions as well as the ways of working in an EU NGO confederation, bringing together networks and national platforms from across the European Union.
- You will be able to obtain knowledge about EU international cooperation in general, and EU funding and financing for sustainable development in particular
- You will be able to enhance your coordination skills, analysis skills and organisational skills.
- You will be able to learn more about policy analysis and advocacy processes, including drafting relevant documents, enhancing the engagement of members in order to develop and advocate for CONCORD's positions, monitoring EU institutional policy processes, and learning about the political process.
- You will be able to attend external events and getting to know the work of CONCORD allies and partners
- All while working in an international, multicultural environment.

Main responsibilities and tasks

The role involves supporting the implementation of CONCORD's policy and advocacy objectives, coordinating our members in the collective policy and advocacy work vis-à-vis EU institutions. Under the supervision of our Senior FFSD Advisor, the trainee will conduct:

Policy and advocacy work:

- Participate in and contribute to the coordination within the Policy and Advocacy team and with other teams in CONCORD;
- Support the organisation of internal and external meetings and events; including draft minutes of meetings and prepare presentations,
- Monitor relevant EU policies and processes relevant to financing and funding of CSOs;
- Support projects within working groups and the drafting of joint positions and analyses;
- Contribute to knowledge sharing and management within working groups and CONCORD's wider membership;
- Conduct targeted research when relevant to the work of the workstream.
- Other relevant policy and advocacy tasks.

Staff coordination and work:

- Participate in staff coordination meetings and contribute to generic staff work.

Conditions of Employment - PLEASE, READ THIS CAREFULLY

Duration of contract: This is a full time position (37.5 hours per week) for a period of minimum 6 months and maximum 12 months;

Location: Brussels, Belgium Please note that if you do not currently reside in Belgium you will be required to relocate.

If you are eligible for a CIP (contrat 'd'immersion professionnelle)

- The minimum duration of your traineeship will be 6 months with the possibility of extending to 12 months under certain conditions;
- The salary will be 1100 euros gross per month;
- You will be entitled to 20 vacation days pro rata which amounts to 10 vacation days for a 6-month traineeship;

- CONCORD also provides meal vouchers of 8 euros per working day, a monthly commuting allowance on local public transport or by bicycle and a monthly teleworking allowance given that you will be required to telework on certain days of the week.

Please note that the CIP contract is not compatible with a traineeship convention from a university.

Feedback and evaluation

Throughout the traineeship, you will be given feedback on your performance to help you learn and grow professionally.

Qualification and Experience

Education/Training:

- ✓ University Degree or equivalent in development studies, political science, EU or other relevant studies

Technical Skills/Expertise:

- ✓ Knowledge of the functioning of the European Union institutions and EU policy-making processes;
- ✓ Knowledge and/or strong interest in EU and MS official development assistance (ODA) trends, or development funding is an asset;
- ✓ Good analysis, writing and reporting skills
- ✓ Good spoken and written English.

Desirable skills

- ✓ Ability to organise one's own work and manage one's own time;
- ✓ Ability to work effectively and cooperatively with others and towards shared objectives;
- ✓ Ability to work under pressure and to achieve tight deadlines;
- ✓ Analytical and problem solving skills;
- ✓ Excellent interpersonal and communication skills;
- ✓ Eager to take initiative;
- ✓ Strong computer skills.

How to apply

If you are interested in applying for the traineeship, please upload **by 31 July 2024 at midnight** the following information **as one pdf document**, in the portal below:

- Your CV (max 2 pages, no photo)
- Your cover letter (max 1 page) highlighting your interest in working for CONCORD's Financing and Funding for Sustainable Development workstream.

Only applications and CVs written in English will be accepted.

Short listing and interviews:

Short listing is based on CV and cover letter. Shortlisted candidates will be asked to attend an online interview.

Please note that due to the large number of expected applications only shortlisted candidates will be contacted. In advance, we thank all candidates for their interest.

Closing Date: 31 July 2024 at midnight
Interview dates: Week of 5 August
Aimed starting date: 28 August 2024

