

Policy and advocacy traineeship: inequalities, sustainable economy and gender equality

6-month contrat d'immersion professionnelle

Starting in October 2024

CONCORD is seeking a highly-motivated young professional to join the Policy and Advocacy Team as a trainee with a keen interest in Inequalities.

ABOUT CONCORD

CONCORD is the European Confederation of NGOs working on sustainable development and international cooperation. We are made up of member organisations: 26 national platforms, 25 international networks and 7 associate members that represent over 2,600 NGOs, supported by millions of people across Europe.

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 two Senior Policy and Advocacy Advisers to support CONCORD's work on **reducing inequalities and to provide some general support to the policy and advocacy team as required**. Please note, the main portfolio may be subject to adaptation in accordance with CONCORD's priorities for 2025.

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 development policies, both a general overview as well as more detailed knowledge of policies in the areas of tackling inequalities, building sustainable economies and gender equality.
- You will be able to enhance your coordination skills, process and project management 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, drafting minutes of meetings, and learn about the political process.
- 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 Inequalities Adviser and Senior Gender Equality Adviser.

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 meetings and events;
- Monitor relevant EU policies and processes;
- 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;
- Other relevant policy, advocacy and project 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 6 months;

Aimed starting date: The selected candidate should start ideally 1st October (some flexibility is possible).

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

Type of contract: CIP (contrat d'immersion professionnelle).

Conditions:

- 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.

Eligibility: Please note that the CIP contract is not compatible with a traineeship convention from a university and that you must have the right to live and work in Belgium.

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 inequalities overall is essential, with specific knowledge of gender equality or building sustainable economies, and the EU's international cooperation and sustainable development policies in those fields an asset.
- ✓ 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.

Profile of the ideal candidate

- ✓ 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;
- ✓ Attention to detail and curiosity;
- ✓ 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 25th August 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 on reducing inequalities, sustainable economy and gender equality. Any candidate who does not explain this specific interest will not be considered.

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: 25th August 2024
Interview dates: Week of 9th September 2024
Aimed starting date: On 23rd or 30th September 2024