

## Policy and advocacy traineeship

**Contrat d'immersion professionnelle: 6 -12 months**

**Starting in January 2025**

**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 the topics of an enabling environment for civil society, shifting power, and Global Gateway.

### **ABOUT CONCORD**

CONCORD is the European confederation of NGOs working on sustainable development and international cooperation. We are made up of member organisations: 27 national platforms, 24 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 is committed to ensuring diversity, equality and inclusion within our organisation. We strongly encourage applicants from diverse backgrounds to apply and will consider all 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.

CONCORD isn't however currently able to sponsor a work visa so please only apply if you have a valid work permit for Belgium.

Please also be aware that you cannot do a CIP traineeship within the framework of a university internship or work placement.

### **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 **civil society power and Global Gateway**.

## 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, including Global Gateway and EU civic space and enabling environment policies in particular. You will also gain knowledge about shifting power, and support CONCORD's work with CSOs from partner regions on related issues.
- You will be able to enhance your coordination skills, analytical 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 get 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 Policy and Advisors, the trainee will:

### 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 Global Gateway and an enabling environment for civil society;
- Support projects and the drafting of joint positions and analyses;
- Contribute to knowledge sharing and management;
- Conduct targeted research when relevant to the work of CONCORD's projects;
- 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 university traineeship programme.**

### **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 issues related to economic foreign policy, human development, an enabling environment for civil society, or shifting power 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 24 November 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 contributing to CONCORD's civil society power work.

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: 24 November 2024 at midnight  
Interview dates: Week of 2 December 2024  
Aimed starting date: As early as possible in January 2025

<b>NATIONAL PLATFORMS</b>	 Global Responsibility Association for Sustainable Development and Humanitarian Aid	 BELGISCH PLATFORM PLATE-FORME BELGE CONCORD CNGC-11.11.11 11.11.11 ACSOEV Agence Belge pour l'Europe	 BPID Bulgarian Platform for International Development	 Platforma za mednarodno građansko solidarnost Slovenske Croatian Platform for International Citizens Solidarity CROSOL	 FORS	 GLOBAL FOCUS
	 fingo	 COORDINATION SUD	 VENRO ASSOCIATION OF GERMAN DEVELOPMENT AND HUMANITARIAN AID NGOs	 Helimic Platform for Development	 HAND	 dóchas The Irish Association of Non-Governmental Development Organisations
 Network della ONG in Europa per lo sviluppo e l'Europa CONCORD ITALIA	 LAPAS Lancet Platform for Non-Governmental Cooperation	 vbp Významné asociatívne platformy	 Cercle de coopération des ONGS DU LUXEMBOURG	 SKOP Solidarjetät u Koperazzjoni	 PARTOS	 ZAGRANICA
 ONGD PLATAFORMA PORTUGUESA	 FOND Industria Operativa Europeo-orientada para a Realidade do Brasil	 Ambrella Platform for Development Organisations	 SLOGA Slovenian Global Action	 LA COORDINADORA DE ORGANIZACIONES PARA EL DESARROLLO	 CONCORD	 bond
<b>NETWORKS</b>	 actalliance eu Formerly APPODEV	 actionaid	 ADRA	 Alliance 2015 towards the eradication of poverty	 care	 caritas europa
 ChildFund Alliance	 CIDSE Together for global justice	 eucord European Confederation of NGOs for Sustainable Development	 GNDR	 Habitat for Humanity	 handicap international humanity inclusion	 IPPF International Planned Parenthood Federation European Network
 LIGHT FOR THE WORLD	 OXFAM International	 PLAN INTERNATIONAL	 Save the Children	 solidar	 SOS CHILDREN'S VILLAGES INTERNATIONAL	 Terre des Hommes International Federation
 wecf	 Wetlands INTERNATIONAL	 World Vision EU REPRESENTATION	 WWF	<b>ASSOCIATE MEMBERS</b>	 alda European Association for Local Democracy	 CARDET
 ea ea EUROPEAN ASSOCIATION FOR THE EDUCATION OF ADULTS	 European Partnership for Democracy	 EUROPEAN DISABILITY FORUM	 INTERNATIONAL RESCUE COMMITTEE	 NRC NORWEGIAN REFUGEE COUNCIL		