

Policy and Advocacy Traineeship

16th July 2018 until 15th January 2019

CONCORD is the European confederation of Relief and Development NGOs. We are made up of member organisations: 28 national associations, 21 international networks and 3 associate members that represent over 2,600 NGOs, supported by millions of citizens across Europe. We are the main interlocutor with the EU institutions on development policy. We are a not for profit organisation, registered under Belgian law as an a.i.s.b.l - Association Internationale Sans But Lucratif - (An international not for profit association).

Our mission is to ensure that the European Non-Governmental Development Organisation (ENGDO) movement is active and fully engaged in promoting EU policies that have a positive impact on developing countries. We also work to ensure that the role of NGDOs is valued and protected as an authentic voice of European civil society that is engaged in issues of development and global justice.

CONCORD is an equal opportunities employer and considers 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. All employment decisions are made entirely on merit. We strongly encourage persons with disabilities to apply.

About the role

Concord is seeking a person who would like to gain valuable work experience and proactively 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.

You will work within our Policy and Advocacy team under the supervision of your mentors, the Policy and Advocacy Coordinators responsible for financing for development and promoting civil society space. Your main role will be to contribute to realisation of the policy and advocacy objectives in the areas of [CONCORD AidWatch](#) and the [Multiannual Financial Framework 2021-2027](#). Throughout the traineeship, you will be regularly given feedback on your performance to help you grow.

Main learning objectives

In the course of the traineeship you will be able to:

- Acquire a good understanding of decision-making processes in 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.
- Obtain knowledge about EU development policies in general, with a special focus on aid monitoring and the negotiations of the next MFF 2021-2027.
- Improve your analytical and advocacy skills as well as your coordination, process management and organisational skills, while working in an international, multicultural environment.

Main responsibilities and tasks

- **AidWatch:**
 - Support the overall process related to the production of the CONCORD AidWatch Report (previous reports can be found [here](#));
 - Specifically support the coordination with members/focal points and the wider group working on AidWatch by gathering and also sharing updates on the national aid policies;
 - Support the policy and advocacy work as well as the logistical arrangements around the launch of the CONCORD AidWatch Report in October 2018.

- **Multiannual financial framework 2021-2027**
 - Support the implementation of the advocacy strategy of CONCORD on the Multiannual financial framework 2021-2027;
 - Support the coordination of the members by setting up weekly meetings, webinars, drafting minutes etc;
 - Support the policy and advocacy work by setting up meetings with stakeholders, following the main development of the negotiations process and writing updates for members.

- **Generic policy and advocacy work:**
 - Coordination within the Policy and Advocacy team and with other departments and contributing to generic policy and advocacy work.
 - For HUB2 and HUB3 facilitate information sharing (drafting of newsletters), logistical arrangements (setting up meetings, organisation of the HUB bi-annual meetings) and drafting minutes etc

- **Staff coordination and work:**
 - Participate in the weekly policy team and other staff meetings and contribute to generic staff work.

You will have

- ✓ A university Degree or equivalent in economics, international law, political science, EU or other relevant studies;
- ✓ Knowledge of the functioning of the European Union institutions and EU policy-making processes;
- ✓ Genuine interest in the areas of development finance;
- ✓ Ability to organize 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 towards tight deadlines;
- ✓ Analytical and problem solving skills;
- ✓ Capacity to synthesize and analyse information.
- ✓ Oral and written communication skills
- ✓ Fluent English, French an asset

Conditions of Employment

The post is full-time and based in Brussels, Belgium. It will be awarded under the Convention d'Immersion Professionnelle programme, managed by Bruxelles Formation and therefore be a paid traineeship. In addition, Concord also provides a transport allowance.

To Apply:

Please submit in English your CV and cover letter, stating in maximum one page:

- why you are interested in the post;
- how you meet the criteria;
- your availability to start the traineeship;

by e-mail to Anke Seidler at anke.seidler@concordeurope.org by 10 June 2018, midnight CET.

Please include the position (CONCORD – Policy & Advocacy Trainee) plus your name **in the title of the email**.

Shortlisted candidates will be asked to provide a written assignment as part of the recruitment process.

Thank you all for your interest, due to the volume of applications, only shortlisted candidates will be contacted.

Closing Date:	10 June 2018, midnight CET
Written assignment date:	20 June 2018
Interviews dates:	22 and 26 June 2018
Aimed start date:	16th July 2018

 <p>NATIONAL PLATFORMS</p>	 <p>Global Responsibility</p>	 <p>BELGISCH PLATFORM PLATE-FORME BELGE CONCORD CNCD-11.11.11 11.11.11 ACODEV ngo-federatie</p>	 <p>BPID Bulgarian Platform for International Development</p>	 <p>Platforma za međunarodnu građansku solidarnost Hrvatske Croatian Platform for International Citizen Solidarity CROSOL</p>	 <p>CWINDEP Cyprus Island wide NGO Development Platform</p>	 <p>FORS České fórum pro rozvojovou spolupráci Czech Forum for Development Co-operation</p>
 <p>GLOBAL FOCUS Danish CSOs for Development Cooperation</p>	 <p>Aki</p>	 <p>KEHYS ry</p>	 <p>Coordination SUD Solidarité Urgence Développement</p>	 <p>VENRO ASSOCIATION OF GERMAN DEVELOPMENT AND HUMANITARIAN AID NGOS</p>	 <p>Hellenic Platform for Development</p>	 <p>HAND</p>
 <p>Dochas The Irish Association of Non-Governmental Development Organisations</p>	 <p>Network delle ONG in Europa per lo sviluppo e l'emergenza CONCORD ITALIA</p>	 <p>LAPAS WWW.LAPAS.LV</p>	 <p>Lithuanian National Non-Governmental Development Organisations Platform LITDEA</p>	 <p>Cercle de Coopération des ONG de développement</p>	 <p>SKOP Solidarjetà u Koperazzjoni</p>	 <p>PARTOS</p>
 <p>GRUPA ZAGRANICA</p>	 <p>ONGD PLATAFORMA PORTUGUESA</p>	 <p>FOND Federacija Organizacija Negermentne pomoći Dobrotine iz Srbije</p>	 <p>MVRO SLOVAK NGDO PLATFORM</p>	 <p>SLOGA SLOVENIAN GLOBAL ACTION</p>	 <p>COORDINADORA ONG PARA EL DESARROLLO ESPAÑA</p>	 <p>CONCORD Swedish & European NGOs for development Sweden</p>
 <p>bond FOR INTERNATIONAL DEVELOPMENT</p>	 <p>NETWORKS</p>	 <p>actalliance eu Formerly APRODEV</p>	 <p>actionaid</p>	 <p>ADRA</p>	 <p>care</p>	 <p>caritas europa</p>
 <p>cbm together we can do more</p>	 <p>ChildFund Alliance</p>	 <p>CIDSE together for global justice</p>	 <p>eucord European Christian Organisations for Relief and Development</p>	 <p>Habitat for Humanity Europe, Middle East and Africa</p>	 <p>HANDICAP INTERNATIONAL</p>	 <p>IPPF International Planned Parenthood Federation European Network</p>
 <p>ISLAMIC RELIEF</p>	 <p>OXFAM International</p>	 <p>PLAN INTERNATIONAL</p>	 <p>Save the Children</p>	 <p>solidar</p>	 <p>SOS CHILDREN'S VILLAGES INTERNATIONAL</p>	 <p>Terre des Hommes International Federation</p>
 <p>World Vision</p>	 <p>ASSOCIATE MEMBERS</p>	 <p>ALDA European Association for Local Democracy</p>	 <p>ea ea EUROPEAN ASSOCIATION FOR THE EDUCATION OF ADULTS</p>	 <p>WWF</p>		