

## Student internship in policy and advocacy

**For 3 months, starting as soon as possible**

CONCORD is the European confederation of Relief and Development NGOs. With the support of our 55 members, our confederation, representing over 2,600 NGOs, is the main interlocutor with the EU institutions on development policy and international cooperation. 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).

*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. We strongly encourage persons with disabilities to apply.*

**We are looking for a person 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 an intern, you will support CONCORD's Policy and Advocacy work on sustainable development and CSO space and generic policy and advocacy work. You will work within our Policy and Advocacy team under the supervision of two Policy and Advocacy colleagues.

### Main learning objectives

- 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.
- You will be able to obtain knowledge about EU development policies in general, and the 2030 Agenda for Development, Africa-EU relations, the role of CSOs and EU delegations in particular
- You will be able to build your policy analysis and advocacy skills, 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 2019 European Parliament elections and institutional renewal process
- You will be able to enhance your coordination skills, process management skills and organisational skills.
- All while working in an international, multicultural environment.

### Main responsibilities and tasks

The role involves supporting the work related to the implementation of CONCORD's policy and advocacy work in terms of monitoring key policy processes and coordinating our relevant members in the collective policy and advocacy work vi-à-vis the different EU institutions. Assist with the preparation of communication material, e.g. regular newsletters. The intern will divide her/his tasks between 2 colleagues.

**Sustainable Development:**

- Support the policy, advocacy, communication and logistical work within CONCORD on sustainable development
- Contribute to the coordination of the work on the European Consensus on Development
- Help prepare CONCORD's participation at the UN High-level Political Forum on Sustainable Development
- Coordinate the drafting of hub 1 newsletters and draft a dedicated HLPF newsletter
- Possibility to conduct research on more targeted issue related to sustainable development

**CSO space:**

- Support the policy, advocacy, communication and logistical work within CONCORD on CSO space
- Support in drafting and consolidating the handbook on EU Delegations' functioning and support its dissemination
- Draft and coordinate the drafting of hub 3 newsletters
- Conduct research on more targeted issue related to EU bi-regional relations

**Generic policy and advocacy work:**

- Participate in and contribute to the coordination within the Policy and Advocacy team and with other departments and contributing to generic policy and advocacy work.

**Staff coordination and work:**

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

## Conditions of Employment - PLEASE, READ THIS CAREFULLY

**The internship must be part of a school curricula; the intern must be enrolled in a study programme during the internship.**

The school/ institute/ University must provide an **internship convention** that will be signed between the intern, the school and CONCORD at the beginning of the internship.

The internship will take place in 2019 (full time – 5 days a week), based in Brussels, Belgium. It is unpaid. **The intern must be enrolled in a university or higher education institute and in an exchange programme that will subsidise the internship so that all living expenses and insurance costs are covered for the duration of the assignment.** CONCORD is giving a student allowance of 100 euro/month + reimbursing public transport tickets.

**Evaluation**

The intern's performance will be monitored and evaluated according to the process required by his/her school or university.

## Qualification and Experience

**Education:**

- ✓ The intern's university studies or equivalent in development studies, political science, EU or other relevant studies



**Desirable skills**

- ✓ 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 research, synthesize and analyse information;
- ✓ Excellent interpersonal and communication skills;
- ✓ Eager to take initiative;
- ✓ Excellent spoken and written English;
- ✓ Good spoken and written French would be an asset;
- ✓ Strong computer skills.

**To Apply**

Please submit your **CV** and **cover letter** (in English) setting out your reasons for applying for the internship and outlining the qualifications, experience, knowledge and skills that you feel you can bring to the role by the 16<sup>th</sup> of May 2019 to [lonne.poissonnier@concordeurope.org](mailto:lonne.poissonnier@concordeurope.org) and [riccardo.roba@concordeurope.org](mailto:riccardo.roba@concordeurope.org).

**Please indicate clearly in the subject line of your email: APPLICATION FOR POLICY AND ADVOCACY INTERNSHIP**

**Short listing and interviews:**

Short listing is based on CV and cover letter. Successful candidates will be asked to attend a face to face or skype interview.

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

Closing Date: 16 May 2019  
Interview dates: 20-22 May 2019  
Aimed start date: End of May 2019



