

## Policy and advocacy traineeship

**For 6 months, March 2022**

CONCORD is the European confederation of Relief and Development NGOs. We are made up of 57 member organisations 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).

*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 passionate, motivated, creative, cooperative, and committed person that 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 a Senior Policy Adviser.

### 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 in general, and specifically about financing and funding for sustainable development.
- 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 political 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 vis-à-vis the different EU institutions. Assist with the preparation of communication material, e.g. regular newsletters.

- Support/organise the policy, advocacy, communication and administrative work within CONCORD on Development cooperation



**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.
- Support and liaise with members of the relevant CONCORD working groups.

**Staff coordination and work:**

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

**Conditions of Employment** - PLEASE, READ THIS CAREFULLY

Post based in Brussels, Belgium and will be full time – 5 days a week.

The contract will be an 'immersion professionnelle' contract for a duration of 6 months (possibility to renew once under certain conditions)

Salary will be approximately 1000 euros per month. CONCORD also provides meal vouchers and a monthly commuting allowance for local public transport or by bicycle.

**Candidates are not eligible for this post if they are currently in paid employment.**

**Feedback and evaluation**

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

**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;
- ✓ Good spoken and written English.

**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 to achieve tight deadlines;
- ✓ Understanding of project management;
- ✓ Analytical and problem solving skills;
- ✓ Capacity to research, synthesize and analyse information;
- ✓ Excellent interpersonal and communication skills;



- ✓ Eager to take initiative;
- ✓ Good spoken and written French or other European languages;
- ✓ Strong computer skills.

## To Apply

Please submit your **CV and cover letter as one document** (in English) **in the portal below** 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 25 February 2022.

**Please indicate clearly in the name of the document: APPLICATION FOR POLICY AND ADVOCACY TRAINEESHIP\_NAME**

### 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: 25 February 2022  
Interview dates: First week of March 2022  
Aimed starting date: second half of March 2022



<b>NATIONAL PLATFORMS</b>						
	<b>NETWORKS</b>					
				<b>ASSOCIATE MEMBERS</b>		