

# Policy and advocacy traineeships

**6-month contrat d'immersion professionnelle**

**Starting September and October 2023**

## 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 two people who are 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 and work within our Policy and Advocacy team under the supervision of one or two Policy and Advocacy Advisers. Currently we have two traineeship openings to support our work in the following areas:

- EU Presidency Project Management (supporting European elections work, and other events)
- Inequalities and Sustainable Economies & Digitalisation for Development

## 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,
- 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. Depending on the traineeship undertaken, the trainee may divide his/her responsibilities and tasks between two Policy and Advocacy Advisors working approximately 2,5 days per week with each Advisor. Under the supervision of the Advisor, the trainees 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 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 fixed term period of 6 months (with the possibility to renew under certain conditions);

**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 to renew once 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 traineeship convention from a university.**

### 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 international cooperation policies is an asset;
- ✓ 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;
- ✓ Basic knowledge of project management and interest to develop;
- ✓ Analytical and problem solving skills;
- ✓ Capacity to research, synthesise and analyse information;
- ✓ Excellent interpersonal and communication skills;
- ✓ Eager to take initiative;
- ✓ Good understanding of French or other European languages;
- ✓ Strong computer skills.

## To Apply

Please submit your **CV and 1-page cover letter as one pdf document** (in English) **in the portal below** setting out your reasons for applying for the traineeship and outlining the qualifications, experience, knowledge and skills that you feel you can bring to the role: by 24 July 2023 at midnight.

Please indicate clearly in the name of the document: **APPLICATION FOR POLICY AND ADVOCACY TRAINEESHIP\_NAME** and please state clearly which of the 2 traineeships you are applying for:

1. EU Presidency Project
2. Inequalities and Sustainable Economies & Digitalisation for Development

### 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 online 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: 24 July 2023  
Interview dates: Towards the end of July 2023  
Aimed starting date: **4 September 2023 for traineeship 1, and 2 October for traineeship 2**