

CONCORD

Department/Division: EU Policy and Advocacy

CONCORD is the European NGO confederation for Relief and Development. Its 27 national associations, 18 international networks and 2 associate members represent 1,800 NGOs which are supported by millions of citizens across Europe. CONCORD leads reflection and political actions and regularly engages in dialogue with the European institutions and other civil society organisations. At global level, CONCORD is actively involved in the CSO Partnership on Development Effectiveness, Beyond 2015 campaign and the International Forum of NGO platforms. www.concordeurope.org.

Position title: Student Internship in Policy and Advocacy

Position purpose: The intern will be part of the Policy and Advocacy (PA) Team and reports to the head of policy and advocacy.

The main role involves supporting the work around the post-elections of Concord Europe in support of Annual priority 1) The Europe we want as well as support of the head of policy and advocacy for generic policy issues.

Duties and responsibilities: In the field of generic policy and advocacy work of CONCORD secretariat:

- Support the planning and coordination of strategic meetings of the policy forum and conveners forum; The policy forum brings together representatives of all members to strategize for the confederation; the conveners forum the leaders of each working group to work on synergies and guarantee coherence of the confederation's work;
- Assist in the organization of the Annual planning process of CONCORD for next year;
- Support the development of in-house trainings for CONCORD members;
- Co-organize 1-2 online debates on e.g. Advocacy towards the EU institutions
- Support the organization of policy team meetings;
- Set up meetings and conference calls for the policy forum and conveners forum of CONCORD;
- Support the organization of CONCORD's second semester event on 17/18 November;

In the field of CONCORD's EP Post-election work:

- Support the organization of an induction workshop for newly elected MEPs on development in the European Parliament;
- Assist CONCORD members in the mapping of MEPs of the new EP and to identify champions on our issues;
- Support the focal point in the secretariat for the EP elections taskforce in the Post elections strategy of CONCORD;
- Support head of policy and advocacy to target the new EU leadership

Participation in relevant meetings or conferences, including meetings with institutional actors

Qualifications

Field/s of study:

- Earth science
- Political science and civics
- Social and behavioural science (broad programmes)
- Business and administration (broad programmes)

Level of study: not relevant

Professional competencies: Team player

Capacity to synthesize and analyze information

High standard of computer literacy, especially internet search, Word, Power Point and Excel

Fluent in English; French is an asset

Approach to work

Accuracy and precision; good eye for details

Openness and creativity: capacity to propose and integrate new ideas and approaches

Strong self motivation, curiosity and willingness to learn

Problem solving attitude and capacity to resolve potential conflicts

Key competencies/Language skills:

- English - Proficiency (Required)

Key competencies/Computer skills:

- Word processing - Proficient user

Key competencies/Other:

- Teamwork
- Critical & Analytical Thinking
- Planning & Organizing

How to apply

Please send cv, cover letter by 30.9.2014 at the latest.

Facts

Economic sector: Activities of membership organizations

Size: staff 1 to 20

Working language/s: English

Application

Required application documents: cv, cover letter

Application deadline: 30.9.2014

Type of work placement: Internship

City/Country: Brussels Belgium

Earliest start date: 15.10.2014

Latest start date: 27.10.2014

Duration: 6 months

Remuneration:

Financial contribution: 100 EUR/month

Contribution in kind:

- travel allowance