

# INTERNSHIP PROPOSAL

## CONCORD (The European NGO confederation for relief and development)

### Department/Division: 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 organizations. 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](http://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 two PA Coordinators responsible for CSO enabling environment and Policy Coherence for Development (PCD). The role involves supporting the work related to CSO enabling environment and PCD.

#### **Duties and responsibilities:**

##### Main tasks in the field of PCD:

- Coordinate the preparation of the CONCORD Forum on Food Trade Agriculture and Environment
- Assist with developing PCD training material and organizing PCD training
- Support the process of preparing the 2015 Spotlight report on PCD
- Assist in organizing meetings of the PCD and Food Security working groups, as well as the 2015 PCD Annual Seminar

##### Main tasks in the field of CSO enabling environment:

- Assist with coordinating the report on EU Delegations' engagement with civil society
- Assist with the work of the working group on Funding Development and Relief: support to organizing meetings and training, to delivering policy and advocacy work
- Assist with developing a training curriculum on mainstreaming the human rights based approach to development within CONCORD work
- Participation in relevant meetings or conferences, including meetings with institutional actors

#### **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; 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:**

- Planning & Organizing, Initiative, Teamwork

**How to apply:** Please send CV, cover letter by **30.10.2014 at the latest (via INTLAG)**.

**Financial contribution:** 100 EUR/month

**Contribution in kind:** travel allowance

**City/Country:** Brussels Belgium

**Earliest start date:** 1.11.2014

**Latest start date:** 15.11.2014

**Duration:** 6 months

**Working language/s:** English, French, Italian