

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.

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 (40 %):

- Assist with the organization of PCD learning and capacity building activities (webinar, workshops, events) including a PCD training in the European Parliament
- Support the preparation of the 2015 Spotlight report on PCD
- Produce a follow-up study on PCD systems in EU Member States (i.e. preparing survey, analysis results, drafting study)
- Assist in organizing meetings of the PCD and Food Security working groups (e.g. sharing papers, preparing room, taking minutes)

Main tasks in the field of CSO enabling environment (40 %):

- Assist with launching the new report 'Mutual engagement between EU Delegations and CSO – lessons from the field' and developing a training on advocacy and engagement vis-à-vis EU Delegations
- 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 on funding related issues
- Assist with the work on mainstreaming a human rights based approach to development internally within CONCORD and externally vis-à-vis the EU institutions
- Support the generic work of the policy and advocacy team as it arises, including around the European Development Days and CONCORD

General Assembly in June (20 %)

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

Professional competencies:

- Interest in development issues; 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; Web Browsing and Communication - Proficient user

How to apply: Please send CV, cover letter by **19. 1. 2015 at the latest (via INTLAG)**.

Financial contribution: 100 EUR/month

Contribution in kind: travel allowance

City/Country: Brussels Belgium

Earliest start date: 2. 2. 2015

Latest start date: 1. 3. 2015

Duration: 6 months

Working language/s: English, French