

## EU Programme Trainee

The European Peacebuilding Liaison Office (EPLO) is seeking an EU Programme Trainee (PT) to provide administrative and logistical support on the Civil Society Dialogue Network (CSDN) project, under which EPLO facilitates dialogue between civil society and EU policy-makers. The PT will also support the work of other EPLO staff members and work with EPLO member organisations (MOs) and other civil society organisations (CSOs).

The PT will be reliable, well-organised and creative. They should have some experience in organising events. The contract will be under a '*convention d'immersion professionnelle*' for 8 months.

**Title:** EU Programme Trainee (PT)

**Function:** To provide administrative and logistical support on the Civil Society Dialogue Network (CSDN) project

**Line Manager:** Senior Policy Officer (SPO)

(EPLO Executive Director (ED) and other EPLO senior staff for certain tasks)

### A. Duties and Responsibilities:

#### 1. Administrative and logistical support

- Carry out all organisational tasks for CSDN events (plus other EPLO events), including booking venues, liaising with travel agency, supporting participants, organising reimbursements, and preparing background documents
- Provide administrative support to EPLO staff members

#### 2. Working with EPLO MOs and other CSOs

- Facilitate the participation of EPLO MOs in CSDN events and other EPLO events
- Network and co-operate with other CSOs working on peacebuilding

#### 3. Liaison/communications work

- Support EPLO staff working on communications, including EPLO's social media accounts and website
- Contribute to EPLO newsletters
- Participate in events and meetings in Brussels and prepare minutes and summaries

### B. Person Specification

#### 1. Education

##### Essential

- Degree in a relevant subject (e.g. European studies, law, communications, business administration...)
- Fluency in English
- Good working knowledge of French

##### Desirable

- Additional languages

#### 2. Work experience

##### Essential

- Organising events

##### Desirable

- Working for a network, platform or membership organisation
- Project management (particularly EU-funded projects)

### 3. Knowledge and skills

#### Essential

- Excellent communication and interpersonal skills
- Excellent English writing skills
- Excellent attention to detail
- Strong IT skills
- Interest and willingness to learn about the peacebuilding sector

#### Desirable

- Understanding of issues relating to the management of a network

### 4. Personal qualities

#### Essential

- Reliable and well-organised
- Able to understand and follow instructions
- Able to act on initiative when appropriate and to complete tasks with limited supervision
- Able to articulate and communicate complex issues clearly and creatively to various audiences
- Able to work in a small team in a respectful and friendly manner
- Patient and calm in stressful situations
- Able to take a problem-solving approach to challenging situations
- Committed to EPLO's mission

### C. Terms and Conditions

Employment will be under the Belgian '*convention d'immersion professionnelle*'. The initial contract will be for eight months starting in May 2024.

EPLO offers a number of additional benefits which increase the net salary, including meal vouchers and travel expenses.

Unfortunately, EPLO can only consider applicants who are eligible to work in Belgium.

**Location:** Brussels.

**Application procedure:** Please send a CV and a one-page cover letter to [jobs@eplo.org](mailto:jobs@eplo.org)

The cover letter should include your reasons for applying for the position and your availability to start. Please also confirm at the end of the cover letter that you have the right to work in Belgium.

**Deadline for submission of applications:** 23.59 CEST on Wednesday 20 March 2024.

(NB: Please note that only shortlisted candidates will be notified)

**Interviews:** To be conducted from the week of Monday 1 April 2024.