

## TRAINEESHIP DESCRIPTION: POLICY AND COMMUNICATION

### MARCH-AUGUST 2019

#### GENERAL INFORMATION

Equinet, the European Network of Equality Bodies, brings together specialized equality bodies from European countries set up to promote equality and combat discrimination on the grounds covered by the EU Equal Treatment legislation (gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation) and beyond. The Equinet network and Secretariat are currently co-funded by an annual operating grant under the Rights, Equality and Citizenship programme of the European Union.

Equinet is opening a **traineeship position for the period March – August 2019** (maximum 6 month-long), in order to assist the Equinet Secretariat, a small team of six staff members based in Brussels. The trainee will in particular assist the policy and communication teams in carrying out activities and tasks related to the delivery of the activities planned in 2019, notably working on the development of our new website, preparing internal and external newsletters, as well as support in the organisation of seminars, trainings and working group and cluster meetings. The work will entail assisting with the development of the content for each event as well as providing other support assistance to the Secretariat for the comprehensive and successful implementation of the Equinet Work Plan 2019.

This is a **fulltime paid traineeship** to be performed at the **Equinet secretariat, located in Brussels, Belgium**. Equinet offers the traineeship in the framework of a *Convention d'Immersion Professionnelle* under Belgian law with a financial monthly compensation of around € 930 net + holiday pay + meal vouchers + coverage of local transportation costs.

This legal scheme aims to help recent graduates getting a first professional experience in a field related to the main focus of their studies. The **traineeship is expected to start in March 2018**.

Equinet is an equal opportunities employer and is committed to equal opportunities for all irrespective of gender, sexual orientation, religion or belief, race or ethnicity, age or disability. With a view to contributing to full equality in practice and compensating for disadvantages, Equinet applies positive action measures. Taking into account the Equinet Secretariat team composition and previous traineeships, in case of equally qualified and suitable candidates, Equinet will choose the person with a minority ethnic background and/or a disability unless there are other factors that should tilt the balance in favour of the other candidate(s).

#### TRAINEESHIP DESCRIPTION

##### **Policy:**

- Support in drafting internal and external documents prepared by the Policy team.
- Support in designing capacity-building activities for Equinet members.

- Monitoring of legal and policy developments on equal treatment, anti-discrimination and gender equality, mostly at European level, including monitoring case law of the ECtHR and CJEU.

#### **Communication:**

- Support the development of the new Equinet website as regards content creation and implementation, as well as regular development and uploading of relevant material when up and running.
- Assistance in producing the Equinet newsletters and other materials, in particular the summaries of Equinet events.
- Support in membership management and communication between the Equinet secretariat and Equinet members.
- Assisting the production, development and upload of relevant social media content.
- Development and maintenance of Equinet lists of contacts and database.

#### **Events:**

- Contributing to the successful development and delivery of the Equinet events planned for the period covered.
- Attend some external events on behalf of Equinet and report back to the team.

### **PROFILE SPECIFICATION**

#### **Essential skills and profile features**

- Limited traineeship experience – maximum two previous traineeships
- Excellent command of (written and spoken) English
- Excellent interpersonal skills to build strong relationships with member organisations staff and external contacts
- Excellent organisational skills with an eye for detail, and a sense of initiative
- Personal commitment to non-discrimination, equality and human rights
- Ability to work in a team and with professionals in an international / multicultural environment
- Relevant education background (e.g. equality law, political science, specialisation in Human Rights, gender equality, communication)

#### **Desirable / assets (useful additional experience/knowledge)**

- Sound understanding of pan-European membership organisations
- Familiarity with the work of national equality bodies

**An Equinet traineeship offers:**

- A working experience in a pan-European membership Network
- Opportunity to gain first-hand knowledge and expertise in policy developments regarding equality and anti-discrimination at the EU level and in the organisation of EU-level events
- Developing knowledge of the work of the EU institutions and the national equality bodies in Europe in a context of anti-discrimination and equal treatment legislation
- Opportunity to participate in European-level Equinet events designed for experts from Equality Bodies and external stakeholders
- A dynamic working environment within a Secretariat of six staff members

**Please send the completed application form together with your latest CV (both in English) by 17 February to [jobs@equineteurope.org](mailto:jobs@equineteurope.org) and with reference “Equinet Traineeship I – Policy & Communication”. (Please note that only shortlisted candidates will be contacted for interview)**