



Policy Assistant Traineeship (Brussels) EQUINET – European Network of Equality Bodies

Application package

1. 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.

Equinet is offering a **paid 5-month traineeship for the period between February/March 2012 and end July 2012** to assist the Equinet Secretariat, a small team based in Brussels. The trainee will assist in particular the Policy Officer with activities and tasks in the fields of equal treatment and human rights policy and legislation but (s)he will also contribute to organising and running Equinet events and communication activities.

This is a fulltime paid traineeship for a limited period (starting from February 2012 to end July 2012) to be performed at the **Equinet secretariat, located in Brussels, Belgium**. Equinet offers the stage / traineeship in the framework of a *Convention d'Immersion Professionnelle* under Belgian law (paid remuneration of around €700 + *tickets restaurant/cheques repas*).

The **starting date** will be as soon as possible - **start from late February or latest early March 2012**.

2. TRAINEESHIP DESCRIPTION

Responsibilities will include:

- Assistance in monitoring developments in equal treatment and human rights legislation, case law and policies at the European level
- Assistance with the flow of documentation and information on equality legislation, case law and policies within the network and website
- Support in communication between the Equinet secretariat and its members and between working groups
- Support in the planning and organisation of a *legal seminar on anti-discrimination legislation* in March 2012, a *legal training* in May 2012 and various internal meetings
- Assistance in producing, developing and posting relevant website content via CMS
- Maintenance and development of Equinet lists of contacts and database
- Assistance with media monitoring on EU anti-discrimination legislation and in various other research and writing related tasks
- Assistance in drafting internal and external documentation prepared by the Policy Officer
- Assistance with media monitoring on EU anti-discrimination legislation and in various other research and writing related tasks
- Assistance in producing the Equinet e-newsletter and print materials, including various Equinet publications and reports
- Support in the office and financial administration of the Equinet Secretariat (telephone and mailing, travel and meeting arrangements) when necessary

3. PROFILE / PERSON SPECIFICATION - Requirements

Essential required skills and profile

- Commitment to non-discrimination, equal opportunities and human rights
- Interest, experience and/or qualification in European policies and social affairs, equal treatment or human rights law
- Excellent level of English (spoken and written),
- Drafting skills for internal and external policy and communication material
- Relevant higher education (e.g. studies in law, international affairs, political science, etc...) or relevant working experience of an equivalent level.
- Advanced computer skills in all Microsoft Office applications (Word-processing, Excel, PowerPoint, Access, etc)
- Strong organisational and administrative skills

Desirable / assets (useful additional experience/knowledge)

- Knowledge of French or other European languages
- Good interpersonal skills to build strong relationships with member organisations staff and external contacts
- Ability to work in a small team operating in an international environment.

Equinet traineeship offers:

- Work experience in an international and multicultural environment as part of a specialised European membership network
- Opportunity to gain knowledge on anti-discrimination, equality and social inclusion issues at EU policy level
- Developing knowledge of the work of national equality bodies across Europe and the EU institutions and legal framework to tackle discrimination
- Opportunity to participate in (the organisation of) a European-level legal seminar with senior legal experts and a legal training for the legal staff of national Equality Bodies
- An informal working environment in a four-people Secretariat

4. APPLICATION PROCEDURE

To apply as a trainee, please send a **cover letter** and a **CV (in English)** to jobs@equineteurope.org (or Equinet Secretariat, 138 rue Royale, B-1000 Brussels, Belgium) addressed to the Executive Director and clearly marked "Application – Policy Assistant Traineeship 2012" before **14 February (16:00 CET)**.

Shortlisted applicants will be invited to an interview (face-to-face or over the phone for people not living in Belgium) planned to take place in Brussels on **22 February 2012**. We regret to inform that only shortlisted candidates will be contacted and therefore already apologise for not responding to messages from people who are not part of our final selection.

Equinet is an equal opportunities employer and is committed to equal opportunities to all including irrespective of gender, sexual orientation, religion or belief, race or ethnicity, age or disability.

More information about Equinet: www.equineteurope.org