



## **End FGM European Network Traineeship**

### **Communications Assistant traineeship (6 months)**

The End FGM European Network (End FGM EU) is looking for a dynamic Communications trainee to assist in its implementation of the 2022 Work Plan.

#### **About the Network**

The network is based in Brussels and brings together 32 national organisations working in the field of female genital mutilation (FGM) as a form of violence against women and girls. It offers a platform for organisations and women and girls affected by FGM to engage directly with European decision makers. The experiences and expertise of member organisations define and guide the network's calls for European and national political action to end FGM.

#### **Job purpose**

The trainee is required to work in the Secretariat of the End FGM European Network to assist in the communications work of the organisation, in line with the Network's strategic plan and Work Plan 2022.

The Communications Assistant will be supporting the Communications Officer (CO). The trainee will focus on the following main activities:

- The 2022 Annual Multimedia Campaign: In 2022, End FGM EU will cover the topic "How to end FGM? A look at the work happening #BehindEndingFGM". The trainee will assist in the creation of messages, content and resources around this campaign.
- The End FGM EU newsletter: Every quarter, End FGM EU publishes a newsletter on our work and our members' activities. The trainee will be supporting the drafting and designing the newsletter.
- The 2021 Annual Activity Report of the Network: Every year, End FGM EU creates an annual report to communicate on our achievements for the precedent year. The trainee will be supporting the creation of the concept for the 2021 edition (coming out in June 2022 at our General Assembly).

#### **Main Responsibilities**

- Support the CO in maintaining, producing and processing website content using Network's Content Management System (CMS). Contribute to improving the website, CMS and mailing lists and social media accounts.
- Supporting the production and publication of content for the Network's social media accounts (Facebook, Twitter, Instagram, LinkedIn, Youtube).

- Support the CO in drafting and preparing information and promotional materials relating to the Network for various target audiences - newsletters, FGM in the news, infographics, leaflets, videos, pictures, etc.
- Support the CO on internal communication with Members, Partners and Ambassadors.
- Supporting the secretariat with any other tasks that are needed.

**Reports to:** Communications Officer

### **Qualifications**

- University degree in Communications, Political Sciences, Humanities or Social sciences or equivalent work/volunteer experience.

### **Essential:**

- Professional fluency in oral and written English,
- Exceptional verbal and written communication skills
- Ability to use social media in a professional setting
- Experience in developing and producing communications deliverables: newsletters, leaflets, etc.
- Strong organisational skills
- Able to work autonomously
- Spirit of initiative
- Detail oriented
- Creative

### **Desirable:**

- Knowledge of EU institutions and understanding of policy and decision-making in the European context
- Good knowledge of French, other EU languages would be an asset
- Experience of using and updating the website content management system Wordpress, Drupal, MODX
- Familiarity with graphic design and video editing softwares and tools
- Knowledge of the EU institutions and understanding of EU decision-making
- Knowledge and experience on FGM and harmful practices would be an asset

### **Proficiency in the use of computers for:**

- Microsoft Office + outlook: essential
- Excel: essential
- Social media (Twitter, Facebook, Instagram, LinkedIn, Youtube) : essential

- Content Management Systems: desirable
- Design and editing softwares/applications: desirable

### **Personal characteristics**

The trainee should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices and ensure that own behaviour is consistent with these standards and aligns with the values of the organisation.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.
- **Organise:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **What we offer**

- This is an opportunity to work in a dynamic network interacting daily with organisations passionately committed to women's rights and ending FGM.
- 6-month traineeship (Contrat d'Immersion Professionnelle)
- 1000 € per month
- Full time traineeship (38h/week)
- Location: Brussels, Belgium (working from the office or from home according to the measures in place)
- When working from home (due to Covid-19 pandemic) a working from home allowance.

### **How to apply:**

- Please send your CV and completed application form to [mmhamedi@endfgm.eu](mailto:mmhamedi@endfgm.eu)
- Please mention "Application Communication Assistant" in the subject line
- You can find the application form here.
- The selected candidate would start at the earliest convenient date possible for the applicant

**The trainee is expected to start in April 2022 for a duration of 6 months.**

**We will be accepting applications, and conducting interviews, on a rolling basis. We will close the call as soon as we have found a candidate or on 10 April 2022 at the latest.**

## RECRUITMENT POLICY

### **Anti-discrimination**

All appointments should be made in a transparent way and comply with all relevant employment regulations. No job applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, religion, ethnic or national origins, gender, gender identity, marital status, caring responsibilities, sexual orientation, disability or chronic illness.

### **Work permit**

All applicants, have to have the right to reside and work in Belgium.

### **Volunteering**

Any relevant volunteering experience can be considered equal to any other professional experience.