



## **END FGM European Network Traineeship**

### **Policy & Advocacy traineeship (6 months)**

The End FGM European Network is looking for a dynamic Policy & Advocacy trainee to assist in its implementation of the 2023/2024 Work Plan.

### **About the Network**

The Network is based in Brussels and brings together 39 national organisations based in 16 European countries and 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 will focus mainly on the following main activities:

- EU Policy: support the monitoring and influencing of relevant EU policy and legal frameworks, including the Directive of the EU on Violence against Women, the Recommendation on preventing Harmful Practices and the follow up of EU accession to the Istanbul Convention; support capacity building of members in engaging with candidates for European elections;
- UN Processes: Support the Policy & Advocacy Coordinator in the implementation of global advocacy with the Global Platform for Action to End FGM/C
- Advocacy within specific European projects: work with the Policy & Advocacy Coordinator and other departments in designing and implementing advocacy activities stemming from project implementation (Join our Chain, End FGM E-Campus, The Purple Chair Podcast).

**Reports to:** Policy and Advocacy Coordinator

### **Primary duties and responsibilities**

- Assist the Policy & Advocacy Coordinator in the development and the practical and logistical organisation of the aforementioned activities in coordination with other departments (Communications, Programmes and Governance), where relevant;
- Support in submitting contributions to EU policy processes and engaging with EU institutions and other CSO partners;
- Provide support to the Secretariat staff by helping to prepare meeting agendas and presentations;
- Assist in the preparation of reports and policy papers, research and related information in relation to advocacy activities of the Network;
- Assists in supporting Network Members in national level advocacy activities coordinated by the Secretariat.

### **Qualifications**

- University degree in Political Sciences, Humanities or Social sciences or any other relevant experience.

**Essential:**

- Professional fluency in oral and written English
- Proven interest in gender issues
- Exceptional written communication skills (drafting/reporting)
- Organisational skills
- Spirit of initiative
- Detail oriented

**Desirable:**

- Experience in policy analysis and development and/or advocacy
- Knowledge of the EU institutions and understanding of EU decision-making
- Understanding of violence against women (VAWG) and gender issues (knowledge on FGM would be an asset)
- Fair knowledge of French (other EU languages are an asset)
- Experience in organising events

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

- Microsoft Office
- Social media (Twitter, Facebook)

**Personal characteristics**

The intern 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 contract– (Convention d'immersion professionnelle).
- Full time traineeship (38h/week)
- 1125€ per month
- Location: Brussels, Belgium
- A working from home allowance.

### How to apply

- Please send your CV and completed application form to [xdani@endfgm.eu](mailto:xdani@endfgm.eu)
- Please mention "Application Policy and Advocacy 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 (ideally mid-September 2023)

We will be accepting applications until **15<sup>th</sup> August**. We expect to be conducting interviews at the end of August/early September, unless there are any unforeseen delays.

### RECRUITMENT POLICY

Anti-discrimination: We encourage candidates from all backgrounds to apply for this opening. We pursue an anti-discrimination policy. 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.