

A strategic partnership of European NGOs
Working **together** for a **just** and **sustainable** world **free** from poverty and hunger

Vacancy Announcement

Alliance2015 Intern

Closing date: 11 March 2018 midnight CET

Application procedure: cv and cover letter with the position title and your own name in the subject to **jobs@localknowledge.be**

Alliance2015 is a strategic partnership of seven leading European INGOs initially constituted to increase contribution to the Millennium Development Goals, and now to the Sustainable Development Goals. Alliance2015 members cooperate in emergency preparedness and response, development programming, knowledge sharing and advocacy. Alliance2015 members work in 89 countries around the world with a combined total annual income of over €900 million, making Alliance2015 one of the largest European networks of development and humanitarian NGOs.

Job title:	Alliance2015 Intern
Reports to:	Alliance2015 Director
Direct reports:	None
Job location:	Brussels
Contract type:	1 year non-renewable paid internship
Background:	This is a new position, created to provide multifunctional support to the Alliance2015 hub, the office based in Brussels, with an emphasis on advocacy support; and to give a young professional with an interest in humanitarian and development related advocacy an all-round taste of the issues and ways of working of a large NGO alliance as part of their professional development.
Job purpose:	The overall objective is to support the smooth running and strategy delivery of the Alliance2015 hub, with an emphasis on supporting the Alliance's advocacy agenda in Brussels per the strategic action plan.
Main duties & Responsibilities	<p>General Alliance2015 hub office support: 40%</p> <p>Support the smooth running of the office by assisting the Director and SPO with</p> <ul style="list-style-type: none"> • scheduling, meeting and travel arrangements; • basic administration and event planning and management; • improving and documenting administrative processes to ensure easy handover to others; • basic financial administration tasks; • ensuring visitors to the office are welcomed, well orientated and can access the information they need. <p>Advocacy support: 60%</p> <ul style="list-style-type: none"> • Monitor and keep team and members informed of relevant information and developments in EU external relations/development & humanitarian policy • Provide analyses on broader EU external relations trends across all policy such that opportunities to meet specific objectives can be maximised; • Organise events/seminars/roundtables as directed • Set up bilateral meetings with decision makers as required • Attend relevant meetings with the EU institution and relevant Brussels-based NGOs and organisations, providing concise and succinct notes; • Maintain up to date debriefing and information of Alliance2015 Brussels team and of A2015 members through appropriate channels, including intranet and web pages, in coordination with the Communications Officer

- Support the implementation plans of the Advocacy Group (AG), including with research and analysis on specific topics as directed
- Provide Director with policy briefs and key preparation documents for higher representation meetings and events.
- Any other relevant tasks as per requirements of the Alliance2015 Director

Person specifications:

Essential:

- True interest in this field of work; curiosity; energy; willingness to learn
- Educated to degree level in social sciences, e.g. political sciences, international relations, development studies, economics or law; any subject with relevance to the work of Alliance2015 members
- Some knowledge and experience of EU Institutions & external relations Policies, and EU as a donor gained through studies/internships;
- Demonstrable team-working skills and the ability to collaborate effectively with colleagues working in many different locations;
- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Ability to multi-task, cope with combining substantive with administrative tasks, work under pressure, flexible and able to travel;
- Fluent in oral and written English;

Desirable:

- Experience of working with partnership organisations
- Experience of working overseas
- Experience of other European language(s)