TRAINEESHIP
Communications and Campaigns Assistant
Plan International EU Office
Brussels, Belgium

Job details and conditions

Duration: April - October 2021 (6 months) with the possibility of prolongation up to one year
Contract: traineeship under a Belgian « Convention d’Immersion Professionnelle » (CIP)
Preferred starting date: 19 April 2021
Traineeship Title: Communication and Campaigns Assistant
Reporting to: Communications and Campaigns Coordinator and Head of Influencing
Responsible for: Supporting the communications and campaigns work of Plan International EU Office
Status: Full-time (5 days per week, 37.5 hours)
Based in: Brussels, Plan International EU Office
Net Salary: +/-813EUR per month
Benefits: 10 Plan holidays for a 6 months CIP period. Public transport costs reimbursed.

Plan International is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We strongly encourage women and people of all genders, minorities, individuals with disabilities or members of other underrepresented groups to apply. In addition, if you do not meet all the requirements and are very interested by the position, you can still apply by letting us know what you would bring to the work of Plan International.

Overall purpose of the job:
As part of the EU Influencing Team, the assistant will support Plan International EU Office’s work to ensure that the promotion and protection of children's rights, with a focus on gender equality, is a priority in the EU's external action.

**Main Responsibilities**

Under the supervision of and in collaboration with the Head of Influencing and the Communications and Campaigns Coordinator:

- Support Plan International EU Office’s communications and campaign work in key policy areas including Gender Equality, Humanitarian Aid, Youth Economic Empowerment (YEE), EU Funding (Multiannual Financial Framework, Official Development Assistance etc.), Girls’ Leadership and Youth Participation
- Support the different online activities of the EU Office (website, social media and newsletter)
- Daily monitoring of relevant news and updates from the EU Institutions and EU media
- Support Plan International EU Office’s work to advance girls’ rights and gender equality in the framework of Plan International’s global campaign [Girls Get Equal](#); this can vary from online campaigns to Girls’ take-overs
- Support the organisation of key events and activities such as the [European Development Days](#) and the [European Week of Action for Girls](#), including youth participation related tasks, among others
- Liaise with the Partnerships Team of the EU Office as well as with Plan International’s National, Regional and Country Offices to gather information and prepare social media toolkits and case studies on EC-funded projects and collaborate on influencing processes as relevant
- Working in collaboration with the policy team as relevant, such as drafting articles and setting up influencing plans
- Provide support for the organisation of both internal and external meetings, seminars, hearings and other events conducted by Plan International EU Office
- Attend meetings and conferences of relevance to the EU Office’s work and visibility
- Maintain and manage Plan International EU Office’s contact database and general mailbox, and provide other administrative support as required

**Skills and qualifications requirements**

- A university degree in a relevant field (Communication, Journalism, International Development, European Studies, Human Rights, Political Science, etc.)
- Understanding of the functioning of the European Union, and its external action strongly preferred. Understanding of the EU’s humanitarian aid or international cooperation and development aid particularly relating to child rights and gender equality is an asset
- Flexible, proactive and resourceful with good organisational skills and the ability to manage competing priorities and meet tight deadlines in a rapidly changing environment
- Ability to work independently / with little supervision
- An enthusiasm for social media and its ability to give visibility to the EU Office’s positions
- Experience working with CMS and/or Wordpress
- Ability to synthesise key information
- Ability to consistently apply good judgement under pressure
- Computer savvy and creative
- Impeccable attention to detail
- Flexible, proactive and resourceful with good organisational skills and the ability to manage competing priorities and meet tight deadlines in a rapidly changing environment
- Excellent verbal and written English communication skills
- Experience in organising events
- Commitment to Plan International’s vision and mission
Desirable:

- Previous experience in a related field;
- Proven understanding of the links between advocacy and communications;
- A working knowledge of one or more of the following languages – eg French, German or Spanish;
- Familiarity with Adobe Illustrator, Photoshop and/ or InDesign.

How to apply

If you are interested in applying for this post, please send your CV (no Europass) and cover letter in English to EURORecruitment@plan-international.org with “Application: Communications and campaigns assistant” in the subject by 21st February 2021 at 23:59, Local Time in Brussels, Belgium.

Applications received after the deadline will not be reviewed. Please note that only shortlisted candidates will be contacted. Interviews will be held in the week of 8th March 2021.

Due to high volumes of applications received, should you not have received feedback on your application within two weeks of the closing date, please consider your application unsuccessful.

Successful candidates must hold the right to live and work in Belgium.

A range of pre-employment checks will be undertaken in conformity with Plan International’s Safeguarding Children and Young People Policy. Plan International is fully committed to promoting the realisation of children’s rights including their right to protection from violence and abuse. That means we have particular responsibilities to children that we come into contact with. Plan International believes that it is our duty to ensure that we, as an organisation, do everything we can to keep children safe. We must not contribute in any way to harming or placing children at risk.