

NETWORK ADMINISTRATION TRAINEE

AUGUST 2022 – FEBRUARY 2023

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.

The Equinet Secretariat is opening a 6 month-long **traineeship position for the period** August 2022 to February 2023, in order to assist the team of ten staff members. The trainee will in particular assist the finance/admin and communication/membership teams in carrying out activities and tasks related to the delivery of the activities planned in 2022/3.

This is a **fulltime (38 hours/week) paid traineeship** to be performed remotely and at the **Equinet secretariat, located in Brussels, Belgium** (if situation allows). The traineeship fits into the framework of a Convention d'Immersion Professionnelle under Belgian law with a monthly compensation of EUR 1,200 per month and includes the reimbursement of commuting costs (if working at the office) along with EUR 8 face-value meal vouchers (one per day worked, only valid in Belgium), 13 days of holiday and paid sick leave.

This legal scheme helps **recent graduates** in getting a first professional experience in a field related to the main focus of their studies. The **traineeship is expected to start as in a hybrid manner**, with 2 days a week in the office in Brussels at a minimum. The internship will only start once the authorization has been received from Brussels professional education authorities (Bruxelles Formation). This process can take up to 10 working days following submission of the request.

The Equinet Secretariat is an equal opportunities employer and is committed to equal opportunities for all irrespective of gender, sexual orientation, religion or belief, race or ethnicity, age or disability. With a view to contributing to full equality in practice and compensating for disadvantages, it applies positive action measures. Taking into account the Equinet Secretariat team composition and previous traineeships, in case of equally qualified and suitable candidates, it will choose the person with a minority ethnic background and/or a disability unless there are other factors that should tilt the balance in favour of the other candidate(s). Therefore, we warmly encourage and invite persons with a minority ethnic background and/or a disability to apply to this position.

TRAINEESHIP DESCRIPTION

Administration

- Contribute effectively to finance-related tasks (bookkeeping, dealing with invoices, paper files, making payments, budget management and reporting, EC grant management...), administrations (dealings with Belgian authorities and Belgian service providers)
- Assist with HR-related matters, governance and internal team support
- Provide support to work of the other teams (Legal/Policy and Communication) as required

Project & Membership Management

- Will be instrumental in the organisation of the (online or hybrid) General Meetings.
- Provide support in the setting up, updating and further refining of the team project management system
- Support in membership management and communication between the Equinet secretariat and Equinet members, including contributing to the running of the Members Area from an administrative point of view

Events

- Contribute to the successful development and delivery of the Equinet events planned for the period covered, with a particular focus on the administration & logistical aspects.
- Provide support for events logistics (flights, hotels, transportation for in-person events if situation allows, and/or technical meeting solutions, databases ...)
- Take minutes and support the production of event summaries and evaluation reports.

Network Administration

- Make sure that the Equinet's Monitoring and Evaluation (M&E) framework is updated, analyse the data and identify trends, ideas, areas for improvement and avenue for further network efficiency and growth.

Other tasks

- Any additional tasks in consultation and discussion with the Line Manager and team as appropriate.

PROFILE SPECIFICATION

Essential skills and profile features

- Education background relevant for administration, finance, and membership management
- Limited traineeship experience – maximum two previous traineeships
- Excellent command of (written and spoken) English plus proficiency (oral and written) in French or Dutch in order to deal with administrative requirements for the organization

- Possesses digital literacy with online tools used for online event organization and digital communication – knowledge of statistical tools and/or data analysis tools a strong “plus”
- Excellent organisational skills with an eye for detail, and a sense of initiative
- Strong interpersonal and problem-solving skills
- Ability to work in a team and with professionals in an international / multicultural environment
- Personal commitment to non-discrimination, equality and human rights
- Already living or authorized to work in the EU

Desirable / assets (useful additional experience/knowledge)

- Sound understanding of pan-European membership organisations
- Familiarity with the work of national equality bodies

An Equinet traineeship offers:

- A working experience in a pan-European membership Network
- Using your communication skills to promote equality and non-discrimination across Europe
- Applying digital skills to help the smooth running of Equinet capacity building events
- Developing knowledge of the work of the EU institutions and the national equality bodies in Europe in a context of anti-discrimination and equal treatment legislation
- Opportunity to participate in European-level Equinet events designed for experts from Equality Bodies and external stakeholders
- A supportive and safe work environment that celebrates your individual talents and welcomes you as part of the team

APPLICATION

Under the legal internship scheme used, candidates should be less than 30 years old, recent graduates (**do not apply if you have not finished your studies, thesis included**) in a field related to the responsibilities required for the position and **already have the legal right to work in Belgium (non-EU citizen already legally registered in Belgium or EU citizen)**.

If you fit these criteria, we welcome your application and invite you to **please fill out the online application form and submit, together with your latest CV (both in English), by 6 June at 23:59 CET.**

Candidates will be shortlisted for an online interview based on the relevance of their background for this position, their expressed motivation for the tasks and responsibilities at hand, and their earliest availability.

Please note that only shortlisted candidates will be contacted for an interview, which will take place end of June. Contemplated starting date for the traineeship: end of August.