

Membership and network development traineeship

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** to assist the team of 9 staff members, starting in March or April 2023, with the possibility to extend the contract until after the Annual General Meeting (mid-October). The trainee will in particular assist the communication and membership team in carrying out activities and tasks related to the delivery of the activities planned in 2023.

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. **Under the legal internship scheme used, candidates should:**

- be less than 30 years old,
- be 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).

This program offers a monthly compensation of EUR 1,200 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 is a hybrid program, requiring presence at a minimum 2 days/week in the office in Brussels. The traineeship 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

Equinet governance

- Coordinate, under the guidance of the Co-Director, the Secretariat's work relating to Equinet governance, including the organisation of Annual General Meeting, Executive Board elections and regular Equinet Board meetings (quarterly). This will involve leading in the range of tasks related to these governance processes and their follow-up;
- Strengthen governance through improved transparency and increased Board capacity, including developing communication channels in order to inform the leadership of Equinet members about governance issues.

Membership Engagement & Communication

- Develop a strong understanding of the Equinet membership which can be leveraged to deliver better services to members;
- Support the delivery of the project on European standards for Equality Bodies;
- Contribute to the development and implementation of the membership strategy;
- Support in membership management and communication, including contributing the adoption of membership online platform;
- Promote the range of activities carried out by Equinet members, especially through the Equinet website, social media, and publications.

Network Development

- Support membership development, including dealing with membership requests and application processes, coordinating support to member organizations if required, and supporting members' participation in Equinet's work;
- Support the Co-Director in ensuring and expanding sustainable funding by seeking diversification;
- Operate the monitoring and evaluation framework of Equinet activities, analysing data and identifying trends, ideas, areas for improvement and avenues for further network efficiency and growth

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.
- Take minutes and support the production of event summaries and evaluation reports.

Other tasks

- Any other tasks relevant to the position as directed by and agreed with the team.

Profile specification

Essential skills and profile features

- Education background relevant for administration, membership management, European studies, and/or human rights;
- Limited traineeship experience – maximum two previous traineeships;
- Excellent command of (written and spoken) English plus preferred proficiency (oral and written) in another European language;
- Possesses digital literacy with 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.

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

If you fit the application criteria, we welcome your application and invite you to **please fill out the online application form and submit it, together with your latest CV (both in English), by 19 February 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 February/beginning of March. Contemplated starting date for the traineeship: Mid-March to early April.