



**CALL FOR APPLICATIONS
UNPAID INTERNSHIPS (as part of an academic programme)
EUROPEAN WOMEN'S LOBBY SECRETARIAT**

The European Women's Lobby (EWL) is the largest umbrella organisation of women's associations in the European Union, gathering over 2000 women's associations. The EWL has members in all 28 EU Member States and three of the candidate countries. The EWL aims at promoting women's rights and equality between women and men in the European Union.

The European Women's Lobby has been certified as an "excellent employer" by Interns Go Pro and it committed to upholding the best possible standards in its internships. The current application concerns any **unpaid internship at the EWL Secretariat in Brussels in 2017 within the context of academic or other grant giving programmes.**

Starting date: 3 April – 3 July 2017

Deadline for applications: 19 January 2017 midnight CET

How to apply

Are you the right person for the job?

Please read the skills qualifications and essential conditions carefully before you apply. When writing your covering letter, please address the skills qualifications and essential conditions carefully point by point and in detail, to help us identify if you fit into this internship programme. As we often receive a large number of applications, we will generally give priority to those who can demonstrate that they meet all of the criteria listed.

Interested candidates are requested to submit an application to the European Women's Lobby via email to EWL@womenlobby.org, including the following supporting documents only:

- CV outlining relevant experience and relevant qualifications (2 pages maximum)
- Brief cover letter (one page maximum) explaining your motivation and experience

Please include in the e-mail subject line: "Application for unpaid internship, and your name."

EWL is absolutely committed to providing equal opportunities for everyone regardless of their background. We value diversity and lived experience, and acknowledge the underrepresentation of people from certain backgrounds, both within our organisation and across civil society. We particularly encourage applications from Black, Asian and/or minority ethnic people; people with disabilities; and people from the LGBT+ community. Applicants must be able to work and reside in Belgium. We strive to provide an inclusive and supportive working environment where all employees and members feel respected and supported in fulfilling their potential.

Closing date for applications is 19 January 2017 at midnight CET. We regret that, due to the high number of applications, only shortlisted candidates will be contacted.

Interviews of shortlisted candidates will be held on the week of 6th February 2017. Interviews through Skype can be envisaged. The ideal candidate should be able to start as soon as possible from 3rd April 2017.

Essential Conditions:

This is an unpaid internship designed for students who are **required to undertake a professional experience as part of their degree or other higher education that brings credit points** where interns have a student status, access to services like student loans, student housing, health insurance, scholarships etc.

- ✓ Applicants **must** still be registered students in higher education;
- ✓ Applicants **must** be available to undertake this internship in Brussels for a period of 3 months April – June 2017
- ✓ EWL must be able to sign a convention with a school / university (required by Belgian law)

Skills, qualifications and motivation

- Commitment to women's rights
- Motivated to contribute to feminist policy and campaigning
- Excellent organisational and time management skills
- Strong communication and interpersonal skills
- Ability to work as part of a lively and dynamic team
- Reliable and diplomatic attitude
- Proficiency in spoken and written English is essential
- Solid IT skills including database management, MS excel, outlook and word, teleconference systems
- Use of online communication and social media tools

Tasks:

The intern will be based in EWL Secretariat, in Brussels, and will work according to the agreed work and learning plan. This will mention the agreed goal of the internship, a timeline, the name of the supervisor, a description of the tasks, and the set of competencies that will be developed. It will be agreed with the academic institution from where the student is coming to ensure it fulfils the academic credit criteria.

A work plan will be established with the intern at the beginning of the internship period, in order to define the tasks and goals for the internship. These internships will primarily be engaged with supporting the EWL secretariat organise and implement an exciting series of internal and external meetings for our members and partners in June 2017. This will be an opportunity to learn about the range of work that EWL undertakes and to expand the intern's knowledge on women's rights and feminist campaigning in Europe. You will also have a chance You will also learn about the planning and organising of large scale events and to meet and engage with our members from throughout Europe.

What we offer:

This is an unpaid internship **designed for students who are required to undertake a professional experience as part of their degree or other higher education that brings credit points** where interns have a student status, access to services like student loans, student housing, health insurance, scholarships etc.

The internship will be unpaid, but we will provide a contribution for local transportation and a small daily allowance for lunch. Specifically, EWL will provide the following :

- ✓ The coverage of the transportation expenses;
- ✓ Luncheon vouchers for the value of €8 per day
- ✓ 4 days leave for each month of the internship;
- ✓ Work-accident insurance coverage;
- ✓ Time to work on their thesis if their internship is part of it;
- ✓ Clear supervision
- ✓ An agreed work and learning plan
- ✓ Time off to attend job interviews or job seeking.

Training opportunities

The main aim of the internship being to acquire knowledge and skills, the EWL is eager to give interns the opportunity to attend staff's internal and/or external training courses that could be beneficial to them, in line with available budget and as agreed with the supervisor.

GUIDANCE & SUPERVISION

The supervisor plays a key role as they will train, mentor and assess the intern's work. Therefore, it is important that they are eager and available to take on this responsibility.

In order to create and maintain good working relations the supervisor must keep regular contacts with the intern through formal and informal meetings. It is also essential that they have a mid-term meeting with the intern's tutor. The intern's supervisor should at least have one mid-term meeting with the university/school.

EVALUATION

The intern must receive regular feedback and guidance from their supervisor but also from people they work with. At the end of the internship, an evaluation of the work done and the skills acquired will be conducted by the supervisor.

For internships in the framework of the studies, an evaluation form shall be provided by the educational establishment.