

ESN Internship Programme

1) About ESN

The European Social Network (ESN) is the leading network for public social services, bringing together closet to 200 national, regional, and local public social services administrations from 35 countries.

ESN promotes the development of effective social policy and social care practices through building and exchange of knowledge and expertise. ESN contributes to European policymaking, aiming to improve people's life chances through high-quality public social services.

For more information, visit www.esn-eu.org.

2) About the Internship Programme

ESN is continuously recruiting interns to give them the opportunity to work closely with our teams, contribute to our key projects, and support our global strategy.

ESN offers the opportunity to work with a well-respected European network advocating for a more inclusive society in a multicultural work environment.

3) General Conditions

- Duration: 6 months – renewal once, so in total up to 1 year
- This internship is part of the Brussels scheme *CIP-Convention d'Immersion Professionnelle* of Bruxelles Formation and is paid according to the conditions set out in this framework. We also fund travel reimbursement within Brussels and an Internet allowance.



- Location: Brussels
- Working hours: Full time 5 days a week – 38 h
- Language requirements: Excellent written and oral skills in English (ESN's working language). Fluency in another European languages is an advantage.
- Apply **only if you have the right to work and live in Belgium** and are based in Belgium or currently relocating to the country.

4) Departments where you can gain work experience

Policy

- Assist the Policy team in the preparation of ESN policy activities and events in areas of work, such as social services organisation, workforce, quality, and community care.
- Collect data and support the policy team in the preparation of policy briefings
- Identify organisations with potential for ESN membership and bring this information to the team
- Promote ESN's activities and achievements across all external opportunities when they arise
- Weekly review of EU policy news including relevant events and publications each week
- Help take notes of meetings and prepare meeting summaries

Membership

- Track and report members participation
- Perform data entry and regularly monitor and update data in the database
- Support the implementation of the membership strategy
- Identify and propose potential new member organisations, contact and maintain communications
- Monitor and analyse members' social media activity for engagement campaigns



- Oversee content for ESN's internal members platform
- Provide administrative support for events, including delegate registration and supplier coordination
- Support on-site event logistics and post-event follow-up (invoices, reimbursements, participation fees)

Communications

- Support with content update on ESN websites and social media (X & LinkedIn)
- Assist with design and production of graphic materials (Adobe Suite)
- Support coordination of newsletters, events, and outreach communications
- Help with event logistics and promotion, engaging relevant stakeholders
- Contribute to marketing strategies to attract new members and partners
- Maintain and optimise the ESN database, track website and social media analytics

Development

- Identify partners to help support ESN flagship events
- Implement the benefits agreed upon in the partnership agreements
- Assist in the preparation of meetings, working groups, seminars, and other events for ESN members and partners
- Attend networking events and info days organised by partners
- Perform data entry and regularly monitor and update data in the database
- Identify relevant project and funding calls/sources

Projects

- Support project development, implementation, and progress tracking
- Assist in creating content for project deliverables, including reports and meetings
- Help with budget preparation and monitor work plan implementation
- Provide administrative and logistical support for project-related events
- Support event registration, invitations, and delegate coordination
- Offer on-site event support and post-event follow-up (invoices, reimbursements, participation fees)

Administration

- Handling secretarial correspondence (emails, letters, calls)
- Support with managing office supplies and supplier orders
- Organising team meetings and follow up notes
- Invoice follow-up and registration
- Supporting conference room bookings, catering, and audio-visual services for events
- Providing on-site support for events when necessary

5) How to Apply

Interested candidates can submit their CV and a motivation letter in ONE 2-page document addressed to ESN's CEO Alfonso Montero explaining your internship area of choice and why you wish to work for ESN to recruitment@esn-eu.org.

We accept applications on a rolling-basis and will contact candidates as needs arise.

6) Equal Opportunities Statement

We welcome applications from all suitably qualified candidates, particularly those from disadvantaged socio-economic backgrounds, diverse ethnicities, or differing abilities. The European Social Network is committed to treating all employees and applicants fairly and equally, regardless of gender, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability, trade union membership status or any other characteristic.

Candidate details will be retained on a reserve list for six months. If you wish to have your data removed sooner, please contact us.