

Development Intern (f/t)

1) About ESN

The European Social Network (ESN) brings together more than 200 public social services authorities across 35 countries. We support the development of effective social policies and high-quality care services through knowledge exchange, analysis, and collaboration.

Through our work, we contribute to European policymaking and support public authorities in improving people's lives.

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

2) About the Role

The European Social Network is recruiting a Development Intern to support the implementation of ESN's development strategy. The successful candidate will work, under the supervision of ESN's Development Coordinator.

As a part of the Development team, you will collaborate closely with our Membership, Policy, and Events teams.

3) Job Responsibilities

Support the daily work of the Development team:

- Identify and engage potential partners for ESN flagship events, as well as in negotiating, managing and implementing partnership agreements.
- Maintain and update ESN's CRM system, ensuring accurate data entry and record management.



- Attend networking events, information sessions and stakeholder meetings organised by European institutions and relevant organisations' in Brussels.
- Prepare minutes and summaries of meetings attended by the Development Coordinator and assist in the preparation of briefing notes and pre-meeting materials.

4) Qualifications

- University degree in Business Administration or Marketing.
- Excellent organisational and communication skills.
- Proactive, with a teamwork and problem-solving attitude.
- Familiarity with MS Office package (Word, Excel, Outlook)
- Attention to detail and ability to handle a varied workload of different tasks and projects within deadlines.
- Confident and proactive in communicating by phone with suppliers, partners and other stakeholders.
- Some experience in planning/organising projects and events.
- Excellent written and oral skills in English (ESN's working language).
- Fluency in another European languages is an advantage.

This list of duties is not exhaustive, and other duties may be required commensurate with the role.

5) Allowances and Conditions

This internship is part of the CIP-*Convention d'Immersion Professionnelle* of *Bruxelles Formation* and is paid. We also offer the monthly transport ticket and an internet allowance.

- Duration is 6 months, renewable up to 1 year subject to performance.
- This is a full-time, office-based post, Monday to Friday working week (5 days, 38 hours), with the possibility of teleworking one day a week.



This internship provides a valuable opportunity to gain work experience in a stimulating international environment.

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

6) Application Process

Please note that we will only accept full applications that meet these requirements:

In **a single PDF file**, no longer than **3 pages**, address your application in **English** to ESN's Development Coordinator Francesco Capuani, by email at recruitment@esn-eu.org including:

- Your **CV in Europass format**
- A **cover letter** detailing your interests in working for ESN and **your fit with the role**.
- In the subject of your email please include
"ESN Development Intern – Your Name Surname"

7) Recruitment process

- Deadline: **Monday 10th August 2026 @ midnight** (Brussels CEST).
- Interviews: **25th August and 26th August**
- Desired start date: **Monday 14th September**
- Shortlisted candidates will be asked to prepare an assignment that will be discussed during interviews.
- Apply **only if you have the right to work and live in Belgium** (you have the right documentation, currently living in Belgium or willing to relocate soon).



8) Equal Opportunities Statement

We welcome applications from all backgrounds, particularly from applicants from disadvantaged socio-economic backgrounds, any ethnicity, or ability. It is the policy of the European Social Network to treat all employees and job applicants fairly and equally, regardless of their gender, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability, trade union membership status or any other protected characteristic.

Details of candidates are kept in the reserve list of the association for six months.

Candidates must inform ESN if they do not wish their data to be kept.

