

ESN Internship Scheme Information Pack

Place: Brussels, Belgium

Contact: conference@esn-eu.org

Tel: +32 (0)2 511 10 93

Deadline: Friday, 18th of January 2019

Introduction

Are you someone with international experience and a passion for organising conference and administration?

The European Social Network (ESN) gives a unique opportunity to young graduates to learn about social and European policy, gain professional experience and acquire transferable skills. We are looking for a young graduate to join the Conference and Administration Department to produce our flagship annual Conference (“The European Social Services Conference” beginning of June 2019 in Milan) at our secretariat in Brussels as a Conference Intern/Assistant.

The right candidate should have research and administration skills, sensitivity to and willingness to learn about the social policy/work sector and abilities to organise events. If you combine enthusiasm, sensitivity to social policies, research skills and the ability to help us to organise our annual Conference, we are looking forward to hearing from you.

About ESN

ESN is the European network of directors and senior professionals in public social services, bringing together over 125 national, regional, and local public services organisations from 34 European countries. Supported by the European Commission under the EaSI programme, ESN promotes the development of effective social policy and social care practice through the exchange of knowledge and expertise.

We contribute to European policy-making in social, health and education policy and support our members to improve the quality of social services. You can read more about ESN at www.esn-eu.org.

Job description

You will be asked to undertake several tasks, including:

- Assist on office management tasks
- Provide support to conference (e.g.: venue, catering, invitations, support in-loco)
- Assist in project administration tasks
- To contribute, as required, to the overall work of the organisation and perform other responsibilities and duties as required.

Working at the ESN Secretariat

Our secretariat is a dynamic, international environment where a number of languages are spoken. You will be reporting directly to the CEO for formal employment matters and Benoit Froment, conference manager for day to day work and will be assigned to the Events and Administration Department, with whom you will work on a day to day basis.

Person specification

We are looking for someone who has:

- Sensitivity to the values of social work, care, and social policy
- University degree
- Attention to detail
- Good command of Microsoft Office package;
- Ability to manage a varied workload of different tasks within deadlines
- Strong interpersonal skills for team work
- Excellent written and oral English (ESN's working language)
- Fluency in at least another European language as for instance Italian or German

Work matters

The internship is open as a full-time position (38 hours a week) for a period of 6 months. Participants in the internship scheme will be paid an allowance. The terms and conditions of the contract will be subject to Belgian law. The successful applicant will be offered a “**convention d’immersion professionnelle**”, for a duration of six months. A certificate will be provided at the end of the scheme.

Application process

The deadline for applications is 18th January, 2019. Interviews will be held on the week after. The internship will start in end-January 2019.

You should submit a personal statement addressed to ESN's Chief Executive Alfonso Lara Montero and a CV in *a single PDF file not longer than 3 pages* to conference@esn-eu.org. In the personal statement we encourage you to specify why you wish to work with ESN and refer to the key challenges in social policy for Europe today.

Equal Opportunities Statement

It is the policy of the European Social Network (ESN) to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or trade union membership status or any other protected characteristic provided for under equality legislation.

ESN will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment. ESN will

regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.

ESN is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. The overall responsibility for the policy lies with Chief Executive. However, all staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.