

## Policy and Communications Assistant

The **European Social Network (ESN)** is looking for a Policy and Communications Assistant (5 days a week). Based in Brussels, Belgium.

### About ESN

ESN is the independent network for public social services in Europe. ESN is a Europe-wide network with more than 125-member organisations in 33 countries. With members in local public social services across Europe, we bring together the people who are key to the design and delivery of vital care and support services, to learn from each other, and contribute their experience and expertise to building effective social policy at the European and national level. You can read more about ESN at [www.esn-eu.org](http://www.esn-eu.org).

### About the role

The Policy and Communications Assistant, a full-time position (5 days), will be supervised by the Chief Executive and work within the ESN policy team. You will support ESN to provide policy & practice information to members and to other constituencies (policy-makers, stakeholders and researchers at European, national and regional level).

### Specific tasks

You will:

- Support the policy team to monitor and EU policy developments affecting social services
- Write articles about European policy developments relevant to social services for the ESN
- e-newsletter, ESN members' communication and other media
- Write articles about social policy developments in European countries for the ESN e-newsletter and for ESN reports and policy papers
- Prepare briefings for ESN Members about European funding opportunities
- Perform research for the policy team on certain policy & practice issues
- Help take notes of meetings and prepare meeting summaries

### Person specification

You should be:

- An excellent writer of clear English with a lively, journalistic style, capable of further developing and delivering a consistent ESN house style
- An excellent proof-reader with high attention to detail
- Fluent in at least one other European language besides English

- A graduate (B.A. Hons or equivalent) in a relevant subject area (journalism, communications, EU politics and government)
- Some knowledge of either social policy, health policy, social work or EU policy-making
- At home in an international working environment
- Well-organised, flexible and capable of working to deadlines for copy
- Able to work to various colleagues on different tasks

### **Offer**

Paid internship for a period of six months. (With possibility of extension)

### **Status**

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

### **Recruitment process**

You should submit a personal statement and a CV in a single PDF file not longer than 3 pages to [recruitment@esn-eu.org](mailto:recruitment@esn-eu.org).

The deadline for applications is **Friday 18<sup>th</sup> January 2019** with interviews **on 23<sup>rd</sup> January**. Applications will be assessed on a rolling basis and we may request an interview before the submission date, so if you are interested, please apply early!

### **Equal Opportunities**

It is the policy of the European Social Network 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.