

VSE Internship February-August 2022

Recruitment of an Advocacy and Project Intern

6 months, full time, paid

Victim Support Europe (VSE) is the leading Europe-wide umbrella organisation for victims of crime. It is a dynamic organisation, going through an exciting period of expansion and development. It currently consists of 63 organisations from 31 countries. VSE advocates on behalf of victims, to make sure that throughout Europe all victims' needs are respected and their rights recognised. The organisation aims to ensure that every victim of crime in Europe is able to access information and support services in the aftermath of crime, regardless of where the victim lives or where the crime took place.

VSE is currently looking for a **full time Advocacy and Project Intern**. The position will run for 6 months, starting ideally **1 February 2022**. The key candidate will be highly organised, have good drafting skills and have a pro-active and dynamic approach to work with the ability to solve problems and create solutions using their own initiative. A knowledge of victims' rights and issues and experience at the EU level will be an advantage.

The intern will support the daily work of the Advocacy and Policy Team and the Project Management Team. The intern will be given a range of different tasks including: conducting research and draft reports on key policy topics, monitoring EU debates and programmes, supporting with the development and implementation of EU projects.

Key activities:

- Support research and draft policy papers, responses to EU consultations, advocacy letters in support of the advocacy team
- Monitor EU institutional debates including following debates at the European Parliament and taking notes
- Update and maintain EU contact database, identifying relevant contacts
- Monitor case law of the ECHR and ECJ relevant to victims' issues and write summary and articles
- Attend meetings, conferences and other events;
- Support the Project management team in scanning funding opportunities and conduct research for project proposals
- Support the development of project proposal including research, drafting, proofreading, editing, collecting administrative documents
- Support the implementation of projects including desk research, participation in project meetings, administrative and financial reporting
- Support with administrative and financial activities as required

Skills & Experience:

- Relevant degree in Political Science, International Relations, Law, victimology or related field
- Knowledge of EU institutions and EU decision making process
- Strong research, analysis and drafting skills
- Knowledge or experience in victims' rights and issues an advantage
- Experience in EU projects management is an important asset

- Previous experience in an EU NGO is a plus
- Fluent oral and written skills in English, knowledge of another EU language is an advantage
- Ability to work well as part of a team
- Good command of MS Office tools

Terms of the contract

The position is based in VSE's head office in Brussels. The position will be carried out by remote working for as long as this is required or expedient during the coronavirus crisis. Applicants must have the legal right to work in the EU. VSE cannot assist non-EU Nationals to obtain a work permit or help with relocation costs.

The selected candidate will be offered a Belgian Convention d'immersion professionnelle (CIP) (38 hours/week) subject to a payment of 1000 euros per month. VSE grants our interns up to six days of extra-legal paid leave during the internship.

Desired starting date of assignment: **1 February 2022**.

Application

Send your CV and letter of motivation (1 page max) by email at recruitment@victimsupporteurope.eu noting "Advocacy Internship – YOUR NAME" in the subject line, **by Friday 31 December 2021, 17:00 CET**. Incomplete or late application will not be considered.

Online interviews will take place in the third week of January 2022. Please note that only short-listed applicants will be contacted.

By sending your application you agree that VSE processes and stores your personal data for the purpose of this recruitment process. You are entitled to ask VSE to erase your data at any time. VSE retains personal data for the period of maximum of two years following the end of the application period, unless you opt out of this data retention period, which can be done at any time.

We are committed to being a diverse and inclusive workplace which is why people from communities that experience discrimination on the basis of race, ethnicity, (cultural) background, people with disabilities, and LGBTIQ+ people are welcomed to apply.

A social media background check can be a part of the selection procedure.