

# **VSE Internship February-August 2022**

## **Recruitment of a Communication and Training 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 Communication and Training Intern**. The position will run for 6 months, starting ideally **1 February 2022**. The key candidate will be highly organised, have good IT skills and have a pro-active and dynamic approach to work with the ability to solve problems and create solutions using their own initiative.

The intern will support the daily work of the Communication Team and the Training Team. Under the supervision of VSE Communications Officer and VSE Training Officer, the intern will be tasked with a range of different activities such as: drafting and editing articles, reports, social media posts; updating VSE website and intranet; maintaining and updating VSE Hub and Training Academy by uploading training modules, courses and webinars.

#### **Key activities:**

- Support the implementation of communications strategies; draft and edit communications copy (e.g. press releases, publications, social media posts)
- Support the organisation and running of VSE events (annual conference, online webinars, workshops, etc.)
- Assist in maintaining web content and executing social media strategies
- Update databases and media lists
- Maintenance and uploading of online learning modules, courses, webinars, and other mediums, onto the Elearning Training platform (hosted via the VSE Hub)
- Offer back office support to member organisations using the Elearning platform to host their trainings
- Support with administrative and financial activities if needed

#### **Skills & Experience:**

- Relevant degree and experience in communications
- Knowledge of LearnDash, Wordpress, Elementor and Buddy Boss
- Familiarity with design software (e.g. Photoshop, InDesign, Canva) and content management systems is a plus
- Proficient in MS Office
- Experience of web publishing and social media management
- A creative approach to ideas, messages and advocacy actions
- Previous work experience in the NGO or victims sector is an advantage
- Fluent oral and written skills in English, knowledge of another EU language is an advantage

- Ability to work well as part of a team

### **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](mailto:recruitment@victimsupporteurope.eu) noting "Communication 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.*