

EUROCHILD CHILD PARTICIPATION & EVENTS INTERN

Vacancy Notice

Internship period: February 2024 – August 2024 (6 months) contract – Brussels based.

Eurochild is an international non-governmental organisation based in Brussels, which promotes the well-being and rights of children and young people at the European level and, through its membership, in European countries. We are supported financially by the European Commission.

We are looking for a motivated individual with a keen interest in child participation, child protection, event organisation, and general administration. This is an opportunity for those wanting to develop their work experience in these fields and to get to know how an international NGO works. **The Child Participation & Events Intern** will work directly with the Child Participation Coordinator and the Child Participation and Policy Officer as well as other members of our team.

Interns are valued members of the secretariat team and make important contributions to the overall work of Eurochild. The Child Participation & Events Intern will be able to gain experience in working in a multicultural team with a wide range of skills and knowledge in the area of children's rights and EU policies. They will be able to develop a wide range of skills and knowledge in the area of child participation, children's rights, child protection, events organisation and EU processes.

Support and supervision

The Child Participation & Events Intern will report to the Child Participation Coordinator. He/she will also receive support from the Child Participation and Policy Officer as well as other members of the team.

Conditions

- Remuneration: Our interns receive a monthly standard remuneration (estimated 1250€, + home working allowance 134.71€, + internet allowance 20€, + 49€ transport costs)
- Lunch tickets.
- Location: Eurochild Secretariat, Brussels.
- Preferred starting date: February 2024.
- Type of contract: 6 months, with a possible option to extend for a further 6 months, mutually agreed.
- Due to Belgian rules, we regret not being able to open this position to non-EU citizens.



Responsibilities:

The Child Participation & Events Intern will provide assistance to the child participation team to support the smooth running of Eurochild's child participation activities. This will include diverse tasks such as:

- Supporting the planning, implementation, monitoring and evaluation of Eurochild's child participation strategy and work.
- Supporting on logistical and administrative aspects and preparation of documents & material related to children's participation in Eurochild's work, meetings and events (including the organisation of the Eurochild Children's Council meetings and contributing to high-level EU events)
- Liaising with supporting organisations on practical issues, including child safeguarding requirements, concerning participation of children and young people in Eurochild's work
- Supporting children's participation in meetings, including helping to facilitate some sessions with children
- Supporting the team in implementing and maintaining high standards of child protection

Candidate requirements:Essential

- Keen interest in working with children and their supporting civil society organisations
- Interest and experience in event organisation and general administration
- Strong organisational and time management skills, ability to multitask, and high attention to detail
- Strong computer skills, especially Microsoft Word, Excel and Outlook
- Good spoken and written English is a requirement; other EU languages are an asset

Desirable

- Relevant educational background or work experience in administration or events
- Experience in engaging with children
- Experience with use of online events platforms (such as zoom)
- Strong interpersonal and communication skills

Are you interested?

To apply:

Please complete [this online form](#) in English, add your CV (pdf) and submit.

Deadline for applications: **10 January 2024, midnight (CET).**

Only short-listed candidates will be notified and invited to the first round of **online interviews** (Date to be confirmed). Pre-selected candidates might be invited for a second round of online interviews with members of the Eurochild Children's Council. The selected candidate is expected to start in February 2024.

If you have not been contacted by us by **mid-January**, please assume you have not been selected for the interviews. We thank you for your interest in Eurochild and wish you every success in your future.

Confidentiality: *All information given upon application will be treated in a confidential manner and according to [Eurochild's privacy policies](#).*

Eurochild is an equal opportunity employer. We are guided by the principle of non-discrimination on any ground, and we apply such principle in our day-to-day operations and in our employment practices.

