

TRAINEESHIP APPLICATION PACKAGE
October 2015 – March 2016 (Brussels)
ADMINISTRATION AND FINANCE ASSISTANT

GENERAL INFORMATION

Equinet, the European Network of Equality Bodies, brings together statutory equality bodies from across European countries with a mandate to promote equality and combat discrimination in the areas covered by the EU Equal Treatment legislation (on grounds of gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation) and beyond. Equinet currently has a membership of 42 equality bodies from 32 European countries. Equinet and the Secretariat are co-funded by an annual operating grant under the *Rights, Equality and Citizenship Programme* of the European Union. The Equinet Secretariat consists of a small team of six staff members.

As part of its Brussels-based Secretariat, Equinet is opening a **traineeship position for the period October 2015 – March 2016**, in order to assist the work of Equinet I team. The trainee will in particular support the Administration and Finance Officer and the Communication Officer in carrying out activities and tasks necessary for the **administrative and financial management** of the Network/Secretariat, and the **planning and organisation of Equinet events**.

This is a **fulltime paid traineeship** to be performed at the **Equinet secretariat, located in Brussels, Belgium**. Equinet offers the traineeship in the framework of a *Convention d'Immersion Professionnelle* under Belgian law with a financial monthly compensation of around € 930 net + meal vouchers + partial local transportation costs coverage.

This legal scheme aims to help recent graduates getting a first professional experience in a field related to the focus of their studies.

The **traineeship is expected to start as soon as possible in October**.

1. INTERNSHIP DESCRIPTION

Responsibilities will include:

EC Grant/Finance, Administration and Office management:

Support the Finance and Administration Officer in:

- Sorting, processing and filing Equinet invoices and membership fees
- Updating the bookkeeping and liaising with the external bookkeeper
- Preparing, inserting and executing payments to service providers and reimbursements of Equinet Members' expenses
- Preparing Equinet EC Grant financial and technical reports to the European Commission

- Preparing financial reports to the Equinet Board and its Treasurer
- Further developing the Equinet Human Resources (HR) policy, staff handbook and related HR practices in the Belgian employment context
- Filing of Equinet HR documents and contracts
- Following up on HR-related matters with the Belgian Social Secretariat
- Taking minutes of Board meetings deliberations, and producing Minutes reports
- Supporting the process of an external technical evaluation of Equinet activities in close collaboration with an external expert
- Compiling quantitative data of Equinet's activities for EC reporting purposes and internal Monitoring & Evaluation system.
- Supporting the development and improvement of overall Office Administration and Equinet filing systems (both paper administration in office and IT/shared drives) to maximise transparency and performance
- The general management of the office when necessary (telephone and mailing, copies...);

Events planning and management:

Support the Finance and Administration Officer in:

- The logistical organisation of Equinet conferences, seminars and working group / board meetings: identification and booking of appropriate venues and hotels, logistical arrangements, material preparation, catering...
- Booking of travel arrangements for the Secretariat team and Equinet Members as required
- Managing Equinet events and relevant meetings onsite (assistance to Members, registration, logistics, note-taking...)
- Ensuring the follow-up of Equinet events and meetings

Communication:

Support the Communication Officer / team in:

- Managing and updating of an Equinet central Database of contacts and other databases and lists
- Drafting and preparing internal membership communications
- Producing the Equinet print materials, particularly Equinet publications and reports.
- Managing communication between the Equinet secretariat and Equinet members.
- Support in dissemination of Equinet communications and policy materials.

2. PROFILE SPECIFICATION

Essential required skills and profile

- Relevant higher education (e.g. languages, tourism, administration, Office management...);
- Excellent level of English (spoken and written)
- Very good command of French (spoken and written)
- Excellent organisational and administrative skills, with an eye for details
- Commitment to non-discrimination, equal opportunities and human rights
- Good command of the Microsoft Office software suite (Word, Excel, PowerPoint, Access, etc.)
- Flexibility and ability to work in a small team operating in a dynamic international environment

Desirable / assets (useful additional experience/knowledge)

- Personal ambition to develop professionally in an Administration or Financial Officer type of function
- Knowledge of HR and/or work regulations within a Belgian context
- Knowledge, interest and possibly experience of EC Grants management systems, reporting, financial reviews and audits
- Knowledge of other European language(s);
- Good interpersonal skills to communicate with the staff of member organisations and external partners.

Equinet internship offers:

- Work experience in an international and multicultural environment as part of a specialised European membership network;
- Opportunity to gain first-hand experience of EC Grant financial management, events organisation and office administration / communication.
- Developing knowledge of the current issues surrounding anti-discrimination, equality and social inclusion in the EU, and the work of national equality bodies across Europe and the EU institutions in this context
- Opportunity to help organise and to participate in European-level Equinet events designed for experts from Equality Bodies and external stakeholders
- A dynamic and informal working environment within a professional Secretariat of six to seven staff members.