



# Application Pack

## IGLYO Research Intern

### May 2016

Closing Date	20/06/16 (12 noon CET)
Interview Invites	22/06/16
Online Interview Date	28/06/16
Start Date	18/07/16
End Date	18/12/16
Email address	<a href="mailto:jobs@iglyo.com">jobs@iglyo.com</a>

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**Introduction**

IGLYO is a European network of over 95 lesbian, gay, bisexual, transgender, queer and intersex youth and student organisations. As a youth development and capacity building organisation, IGLYO builds the confidence, skills and experience of young people to become leaders within the LGBTQI and human rights movements. We achieve this through a range of international conferences, events and workshops, as well as developing online training and resources.

IGLYO's vision is a world where we, young people in all our diversity, are able to express and define our own sexual orientations, gender identities, gender expressions, sex characteristics and bodily diversity without fear of judgment, violence or hatred, so that we are able to participate without limitation in our lives, our communities and our societies without barriers and can rise to our full potential, enjoying respect, celebration and positive recognition. More information about IGLYO's work can be found at [www.iglyo.com](http://www.iglyo.com)

**Background Information**

IGLYO is calling for applications for the position below in our Brussels office. IGLYO offers a supportive and flexible working environment, exciting opportunities, and a commitment to learning and development.

Job Title	<b>Research Intern</b>
Monthly Salary (Gross)	<b>€1.200,00</b>
Working Hours	<b>35hrs/5 days per week</b>
Holiday Entitlement	<b>2 days per month</b>
Line Manager	<b>Executive Co-ordinator</b>
Contract	<b>Temporary: 5 months</b>

**IGLYO Secretariat**

Since 2008 IGLYO has had a full time Secretariat in the heart of European Union quarter in Brussels (Belgium). Currently IGLYO employs:

Executive Co-ordinator	Full Time
Capacity Building Officer	Full Time
Finance & Admin Assistant	Full Time

### Additional Benefits

- Paid travel, subsistence and accommodation for work related meetings where necessary
- Annual holiday pay in accordance with Belgian regulations
- Relocation costs of up to €250

### Who can apply?

Candidates **must be eligible to work in Belgium** at time of application.

IGLYO will not consider age, gender, sexual orientation, gender identity, sex characteristics, socio-economic status, ethnic identity, religious or political beliefs, (dis)ability or any other non-work related criteria in the selection process.

*IGLYO particularly welcomes applications from women, trans, and non-binary gender individuals. IGLYO also welcomes applications from candidates who are under thirty years old.*

### How to apply?

Please read through the role description and personal specification contained within this pack, and if you match all the essential criteria, we invite you to complete our online application form.

### Interview and Start Date

Candidates who are shortlisted will be notified by email and will be asked to attend an online interview (see front page for dates). Only shortlisted candidates will be notified, and unfortunately, we will not be able to provide feedback to unsuccessful applicants.

The successful candidate will be expected to take up their post by the above start date at the latest, but an earlier start date is preferable.

Informal enquiries about the post can be sent to [jobs@iglyo.com](mailto:jobs@iglyo.com)

**Role Description**

Title	<b>Research Intern</b>
Location	<b>Brussels, Belgium</b>
Hours	<b>35 hours per week</b>
Salary	<b>€1.200,00 gross per month</b>
Line Manager	<b>Executive Co-ordinator</b>

**Core Purpose**
**European Education Index**

1. To conduct desk research into current national education laws and policies in European countries
2. To research and compile a database of key contacts in all Council of Europe countries in relation to education
3. To conduct online interviews with key contacts to gather national data on education laws, policies and practices in relation to LGBTQI students
4. To use the data gathered to review and refine IGLYO's Education Index indicators
5. To analyse and edit the data so it can be presented in a uniform format for a range of audiences
6. To work with a designer to develop the best format for presenting the index online and in print format

**Membership Needs Assessment & Engagement**

1. To review and update IGLYO's membership database to ensure that we have improved communication with members
2. To develop a needs assessment process for member organisations (online questionnaire, follow up interviews, etc..) to help IGLYO better understand and respond to the varying needs across the network
3. To write a needs assessment report with recommendations to improve membership engagement with IGLYO

**Monitoring & Evaluation**

1. To work with IGLYO's Capacity Building Officer to review IGLYO's current monitoring and evaluation processes and devise new standardised procedures for tracking participants' learning whether at individual events or longer term participation
2. To work with IGLYO's Alumni Working Group to gather evidence from former participants on IGLYO's longer term impact both personally and professionally.

**General**

1. To prepare for and attend monthly supervision meetings to monitor progress
2. To attend various events/meetings, sometimes providing administrative/logistical support
3. To update relevant sections of IGLYO's website and contribute to other online platforms
4. To undertake other reasonable duties which may be required from time to time

Personal Specification

Area	Essential	Desirable
Qualifications & Knowledge	<ul style="list-style-type: none"> <li>- Bachelor's degree in relevant field of study and at least one year of related work experience</li> <li>- High proficiency with qualitative and quantitative research methods</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of education systems in Europe</li> </ul>
Experience	<ul style="list-style-type: none"> <li>- Minimum of one years' experience in a research role where you have led a major project</li> <li>- Experience of carrying out desk research</li> <li>- Experience of designing and conducting questionnaires and interviews</li> <li>- Experience of analysing data to identify trends</li> <li>- Experience of building and managing professional relationships with different partners</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working for a European NGO</li> <li>- Experience of working as part of a small team</li> </ul>
Personal Qualities & Skills	<ul style="list-style-type: none"> <li>- Excellent analytical skills</li> <li>- Ability to use your own initiative and work autonomously</li> <li>- Ability to organise, plan and prioritise workload and work under pressure to meet tight deadlines</li> <li>- Excellent spoken and written English</li> <li>- Ability to communicate clearly and concisely to a wide range of audiences</li> </ul>	
Technical	<ul style="list-style-type: none"> <li>- Excellent IT skills with experience of using Microsoft Office &amp; Google Drive</li> <li>- Proficient with online research and communications software such as survey monkey and mail chimp</li> <li>- Knowledge of various social networking platforms to gather data and engage with various audiences</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of Word Press content management system</li> </ul>
General	<ul style="list-style-type: none"> <li>- Eligible to work in Belgium</li> <li>- Ability to relocate to Brussels and travel on an occasional basis</li> <li>- Ability to work flexibly, including often working irregular hours</li> </ul>	