

Terms of Reference

NEF Trainee- CIP contract

About NEF:

NEF is an association of leading European foundations dedicated to strengthening philanthropic cooperation. We fund and support civil society in its work for social inclusion, democracy and international development – at the European and global level. We aim at better and more strategic collaboration between foundations, and our mission is to realise European solidarity through philanthropy. NEF is located in Brussels, at the Philanthropy House, it currently hosts 10 pooled funds.

Overall purpose of the role:

The role is to support the implementation of different NEF working in coordination with the NEF sub office team and the NEF programme managers. This position requires a high level of organizational skills and a strong planning capacity as the person will be part of the NEF Secretariat.

The person we are looking for is flexible and will work with different programmatic teams within NEF. Depending on the profile, the person will be able to take more programmatic responsibilities.

We are looking at a motivated, independent team member that will be able to integrate a young team.

The NEF trainee will support the NEF back office team in the development and implementation of some NEF programmes, mainly through coordination and administrative tasks, as well as on programmatic and communication responsibilities.

Responsibilities:

- Providing general administrative support and coordination of the preparation of materials for the NEF and SC meetings
- Supporting the grant coordination and filling for NEF programmes
- Organising meetings and workshops and convenings of grantees: managing the logistics
- Writing the minutes, briefings & reports
- Assisting the financial monitoring and payments processes
- Supporting the set-up or some of the NEF-programmes websites, and providing inputs into some programmes' Communications Strategy and Plan
- Responding to queries from the NEF's partners and grantees
- Supporting the coordination with partners for the efficient delivery of some NEF programmes

Conditions and requirements:

This is a full time, paid 12 months internship based in Brussels (net €781.32€/month), Belgium. Some European travel may be required.

Belgian contract “Convention d’Immersion Professionnelle (CIP)”. Lunch vouchers (8€/working day) are provided as well as a contribution to the costs of public transportation. An ‘accidents on the job’ insurance is provided, but the individual will be required to ensure his/her own medical coverage. All applicants need to have permission to work in Belgium.

Requirements and qualifications

- University degree in a relevant area and a keen interest in issues related to social development;
- Familiarity with social media tools; knowledge of HTML and experience with web design is an advantage;
- Excellent organisational and planning skills ability to multi-task and prioritise between competing tasks;
- Very good communication and interpersonal skills;
- Fluency in written and spoken English, good knowledge of other languages is an advantage;

If the applicant can start in January it would be highly appreciated.

How to Apply

If you are interested in this position, please provide in English a concise and compelling motivation letter, CV to clarissa.spencer@nef-europe.org