

Traineeship with ENAR

The European Network against Racism (ENAR) welcomes the support of trainees and therefore offers the opportunity to undertake a traineeship with us.

If you are interested in doing such a stage please read the information below carefully in order to make up your mind and to help you in submitting an appropriate application for a traineeship.

Important:

There are no traininship opportunities at the moment. Please keep checking, when opportunities arise they will be announced 3 months in advance.

We look forward to hearing from you.

General information about ENAR

Since ENAR operates an extensive website we would ask you to have a look at the site to find out about ENAR's aims, objectives, activities, policies and structure. This information will help you to decide if ENAR as a European network working on anti-racism and equal treatment is the right place for you to do a training placement. Given our heavy workload we will not be able to provide you with this information on an individual basis.

We advise you to have a look at the work programme of ENAR which can also be found on the website to gain an insight into the ENAR Secretariat's planned activities during the respective work period.

What we can offer at the ENAR Secretariat

ENAR staff members are ready to give you an insight into the work they are doing and they are willing to help you gain experience in their respective fields. You will have the opportunity to choose from the following areas:

- Policy sector
- Information sector
- Management sector
- Administration sector

Detailed description of tasks in the various areas

Ø *Policy sector under the instruction of the Policy Manager:*

Individuals interested in training in this area should have good knowledge of the EU. They would support the Policy Manger in the policy work based on the work programme

- One or more specific tasks will be identified for you to focus on during a part of your traineeship
- Attend meetings in the European Parliament and report back from these meetings

- Undertake research on policy areas relevant to ENAR
- Attend conferences if appropriate
- Attend meetings with EU decision makers and take minutes if appropriate

Ø Information sector under the instruction of the Information Officer:

Supporting the Information Officer with information and communication work based on the work programme

- Assist PR work
- Support development of website
- Support information research
- Translation work if required

Ø Management sector under the instruction of the Director:

Supporting the Director in overall management tasks

- Assist in funding and financial management issues
- Accompany the Director to meetings and take minutes if appropriate
- Support the development of work plans related to overall management

Ø Administration sector under the instruction of the Administrator:

Supporting the Administrator and Secretary in the overall Secretariat tasks

- Developing lists
- Sorting material
- Supporting preparation of meetings
- Photocopying
- Do translation work if appropriate

Briefing and debriefing

Once you have been accepted as trainee you will receive a briefing on your tasks during your first days with us. The ENAR Secretariat holds a staff meeting once a week where information is regularly exchanged. We would wish trainees to take an active part in these meetings. At the end of the traineeship a debriefing session with the tutor and the Director will be held. This aims to assess the traineeship for both sides in order to improve the performance of all those involved.

Tutoring

ENAR is convinced that traineeships give people the opportunity during or after their studies to familiarise themselves with working life and even help them in deciding the direction they would like to take for their future working life. This requires support and tutoring from a person with work experience. Within the Secretariat one person working in the relevant sector will take over responsibility for introducing you to the subject, being available for any questions, tutoring you and being your contact partner. This will give you the opportunity to learn in exchange with an experienced person. A change of work area during the traineeship will not be possible. In the event of a tutor being sick for a considerable period, the Director would take over the responsibility.

Duration of traineeship

In our experience, a traineeship of less than four weeks will not give you the satisfaction you may seek. The ideal period of a traineeship is 2 – 4 months. During this period you will be able to learn about EU processes and daily work experience. Only in the administration sector do we allow trainees to stay with us for as little as three weeks but a longer period is preferable.

What ENAR cannot offer

ENAR has only 5 permanent posts in its Secretariat. If there are vacancies in the Secretariat, the job advertisements will be placed on the ENAR website and in relevant EU newspapers. It is unlikely that trainees in the Secretariat applying for such vacancies would be short-listed, since all posts require several years of work experience. To avoid creating unreasonable expectations: a traineeship unlikely to be an opportunity for you to gain a permanent post in the ENAR Secretariat.

Very occasionally ENAR is looking for interim staff. This requires a different procedure and only people with extensive experience in the preparation of international meetings and conferences will be selected. If this is of interest to you, please send your full CV to the Administrator (address below) and clearly indicate that you are interested in such interim contracts.

Expectations from trainees

ENAR takes its responsibility for tutoring trainees seriously. We would expect you to see this in the same way from your side. We would expect that you have made up your mind if you wish to make a traineeship with us.

We expect our trainees to have full commitment to the fight against racism and equal treatment and the willingness to support the ENAR Secretariat in all the ways which are necessary.

Depending on the area in which you wish to do a traineeship, you should have a university degree or should currently studying towards a university degree relevant to our context. This might be, for example, political science, law, sociology, EU studies or other relevant courses.

If you are interested in a traineeship in our administration department we would be pleased if you have a background or training in relevant areas of administration.

General information concerning the traineeship

Working hours

We expect trainees to work under the conditions of Belgian law. This means that trainees are expected to be present 8 hours a day in the office. 30 min of this time will be set aside for a lunch break. ENAR favours full-time traineeships, since we are convinced that you will gain more experience from a full-time post. Part-time traineeships will only be possible in very exceptional cases. Outside meetings are of course considered as working time and count equally.

Insurance

The ENAR Secretariat provides insurance to cover accidents during and/or related to the work performed by the trainee.

Training capacities

Given our space limitations ENAR can only take a maximum of 2 trainees at any one time. Each trainee should have access to a desk, chair and computer. We actually prefer to have just one person at a time so that we have the full capacity to take care of the coaching.

General involvement in overall Secretariat work

We expect all trainees to be ready to support the Secretariat in whatever matter. The work also includes undertaking non-related tasks, such as photocopying, mailings, etc. This will not be a dominant feature of the work, as you have seen in the description above, but it might be requested from you from time to time.

Language skills

ENAR's working languages are English, French and German. We can only accept trainees who are fluent in English. One or more additional working languages of ENAR would be welcome. Any other EU language not listed above would be an asset.

Financial aspects

ENAR very much regrets that we do not have the capacity to offer any remuneration. However, ENAR will be able to cover the most economical local transport costs during the traineeship. Also, we are willing to offer you a comprehensive recommendation letter for your future applications upon request.

Speculative applications

In the event that we have received a speculative application for a traineeship which does not reflect the requirements listed in this document, we will have forwarded this information sheet in order to allow you to prepare your application based on the information provided here.

Written agreement with Trainee

In order to set out the content and structure of the traineeship, ENAR will sign a commitment form with the trainee on the first day of the traineeship.

Equal opportunities

ENAR is an equal opportunities employer. We welcome individuals from an ethnic minority background or of any nationality, provided they are legally entitled to undertake a traineeship with us. ENAR does not set any age limit for trainees.

How to apply for a traineeship

After reading all the information carefully and having identified your training period we kindly ask you to send us the following documents (in English only):

- Letter of interest stating why you would like to undertake a traineeship with ENAR
- Full CV
- Specification of which area you would like to cover in your traineeship
- Statement of preferred and alternative periods which would be most suitable for you

You should ensure that you apply for the traineeship well in advance (at least 6 months before you intend to start), since interested people from all over Europe are contacting ENAR for such posts.

We will try to reply within 3 weeks after receiving your application.

If ENAR has agreed to accept you for a traineeship, you should keep your commitment. We might have refused a number of other trainees in order to offer you a place. Refusing the traineeship in this event would be unfair to others.

Where to apply for a traineeship

ENAR

Rue de la Charité, 43

1210 Brussels

Please mark the envelope with ‘application for traineeship’

If you wish to send the requested documents by e-mail please use:

info@enar-eu.org