

Job Description

Job Title	Intern Brussels Office		
Directorate or Region	EU region	Department/Country	Brussels Office
Location of post	Brussels	Pay Band	Paid Intern
Reports to	Manager EU Affairs	Duration of job	6 months

Purpose of job:

To contribute to the work of the British Council Brussels EU Team in generating income and creating impact for the British Council in Europe. To assist the Acting Director Benelux and External Relations in her work.

Context and environment:

Brussels is home to the main institutions of the European Union. These institutions formulate policies, laws, and recommendations which are relevant to the work of the British Council in all regions of the world, and the EU funds a global portfolio of programmes in our core areas including Culture, Education, Governance and Civil Society.

The British Council Brussels EU team:

- represents the British Council in the centre of the European political and cultural debate. It advocates the Council's values and strategy to a highly influential European and international audience of policy makers, thereby building support, gaining trust and gathering vital information about opportunities for partnerships and funding for our work worldwide.
- develops relationships and partnerships with Brussels-based major international organisations, seeking to demonstrate the value of cultural relations and generating significant income and impact for the British Council in core strategic business areas.
- links Regional Directors and their planning staff and Strategic Business Unit leads in Headquarters to EU funding sources, and provides the EU policy context for strategic planning in all sectors.

Accountabilities, responsibilities and main duties:

- Accountable to EU Affairs Manager, EU (Brussels-based)
- Accountable to Acting Director Benelux and External Relations (Brussels-based)

Responsibilities and Main Duties

- To support the Acting Director in her duties: research and preparation of documents, organising meetings (both internal and external), attending external meetings, liaising with other cultural institutes when appropriate, communication support and other ad hoc support tasks.
- To contribute to the EU Manager's efforts to provide insights into European Affairs of relevance to colleagues in the EU region
- To support the pursuit of EU funding opportunities including monitoring EU policy and programmes, assisting with internal procedures, coordinating with country teams;
- To support with advocacy and intelligence work, e. g meeting programmes

Other important features or requirements of the job

The successful applicant will have a good knowledge of the work and structure of the European Institutions (in particular Directorates General for Education and Culture), and will show flexibility and an ability to cover a wide range of tasks.

Please specify any passport/visa and/or nationality requirement.

Must have the right to work in Belgium.

Please indicate if any security or legal checks are required for this role.

N/A

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<p>Making it Happen (essential) - delivery of excellent results</p> <p>Connecting with Others (essential) - building trust, cultural sensitivity</p> <p>Being Accountable (essential) - demonstration of determination and commitment</p> <p>Working Together (essential) - good teamwork, sharing goals</p>		Interview

Skills and Knowledge	<p>Fluent English and French (written and spoken)</p> <p>Good communication and interpersonal skills</p> <p>Good IT skills</p>		Short listing and interview
Experience	Knowledge of EU Institutions	<p>Experience in/of the EU sector.</p> <p>Experience with EU funding programmes is a plus</p>	Short listing and interview
Qualifications	University /Higher Education Degree	Preferably in a related field such as EU and international relations	Short listing

Submitted by	Isabelle Van de Gejuchte	Date	21 September 2015
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