## Traineeship Description

<table>
<thead>
<tr>
<th>Job Area</th>
<th>Brussels Liaison Office (located in Brussels)</th>
</tr>
</thead>
</table>
| **Job purpose** | The Brussels Liaison Office (BLO) trainee is a member of a small team and will work on the different areas and projects of the Brussels Office, particularly in:  
- Monitoring and reporting on EU policy developments;  
- Monitoring and evaluating the uptake of Eurofound expertise in EU policy documents;  
- Networking, cooperation and promotion of Eurofound. |
| **Main responsibilities** | Monitoring and reporting on EU policy developments, responsibilities will include:  
- Daily monitoring of EU policy developments in the field of employment and social affairs through EU sources and web tools;  
- Drafting information notices for the BLO reporting series;  
- Attending external events (conferences, seminars, hearings etc.) and reporting on debates.  

Monitoring and evaluating the uptake of Eurofound expertise in EU policy documents, responsibilities will include:  
- Identifying EU policy documents referencing Eurofound research;  
- Follow-up of and assessment of fortnightly EU Impact report;  
- Recording impact notices in Eurofound dedicated databases.  

Networking, cooperation and promotion of Eurofound, responsibilities will include:  
- Supporting networking and cooperation activities of the BLO;  
- Monitoring EU contacts;  
- Supporting the organisation of networking lunches organised by BLO;  
- Providing support to Eurofound for events organised in Brussels.  

Other responsibilities will include:  
- Filing and archiving in accordance with corporate policies;  
- Updating the BLO intranet pages;  
- Helping with queries received via the BLO e-mail and support for Eurofound internal meetings held in Brussels;  
- Any other duty relevant to the role.  

All activities will be implemented under the coordination of the Head of the BLO. |
| Desired Academic background | Relevant professional qualification in areas relating to EU affairs and policy making. |
| Desired Skills | Very good IT skills - particularly in web watching tools, Word, Excel, Powerpoint and Outlook;  
- Excellent administration, planning and organising skills;  
- Strong interpersonal skills, assertive and very good ability to |
communicate both orally and in writing;
- Discretion and confidentiality;
- Good numerical skills, attention to details and ability to interpret statistical information;
- Good language ability; fluent in English and another EU language.

<table>
<thead>
<tr>
<th>Expected learning outcomes</th>
<th>To familiarise with the work of the EU Institutions and other policy making actors;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To get an in-depth overview of the employment and social affairs policy areas at EU level;</td>
</tr>
<tr>
<td></td>
<td>To develop a good understanding of the daily running of the Brussels liaison / representation office.</td>
</tr>
</tbody>
</table>