## Traineeship Description

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<th><strong>Job Area</strong></th>
<th>Brussels Liaison Office (located in Brussels)</th>
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| **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 and summarising 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 events 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** | University degree and 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; |
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<th>Expected learning outcomes</th>
<th>To familiarise with the work of the EU Institutions and other policy making actors based in Brussels;</th>
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<td>To get an in-depth overview of the employment and social affairs policy processes at EU level;</td>
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<td>Appreciation of contribution of evidence-based information to EU policy process</td>
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<td>To develop a good understanding of the daily running of the Brussels liaison / representation office.</td>
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