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<th><strong>Traineeship Description</strong></th>
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<td><strong>Job Area</strong></td>
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| **Typical responsibilities:** | • Provide support and be part of project team  
• Desk research about possible implementation possibilities  
• Provide support for certification preparation  
• Liaison with Eurofound’s external contractors relevant for the project, e.g. Facilities Management contractor  
• Preparation of slides for presentation to management and staff;  
• Any other duty relevant to the role. |
| **Desired Academic background** | University degree and relevant professional qualification applicable to environment management, sustainability, facilities management. This could include, but is not confined to, studies of environmental management and sustainable development at organisational level. |
| **Desired Skills** | • A good understanding of change and improvement processes in organisations.  
• Knowledge of Environment Management systems and their certification, e.g. EMAS  
• Excellent drafting skills in English;  
• Very good language ability; fluent in English and another EU language;  
• Very good IT skills - particularly in Word, Excel, Powerpoint and Outlook;  
• Interest in working with people in a change process  
• Enthusiasm to bring people ‘on board’ for change. |
| **Expected learning outcomes** | • To become familiar with the work of the EU Institutions and EU Agencies;  
• To develop knowledge and capacities in the fields of environmental management and sustainable development;  
• To gain experience in organisational change processes  
• To develop and enhance writing and presenting reports and concepts skills;  
• To gather experience in working in a multi-cultural and multi-disciplinary team. |