

Announcement for a Policy Intern

ECF is looking for a motivated Policy Intern to join its team in Brussels.

About the European Cyclists' Federation (ECF)

- We are the single European umbrella federation of member-based **civil society organisations** advocating and working for **more and better cycling**.
- We promote cycling as a **sustainable** and **healthy** means of transport and leisure.
- With more than 60 member organisations from over 40 countries, we harness the power of **European cycling movements** as the only voice at the pan-European level.
- We are based in Brussels and our roots are in Europe, but the challenges we face are global, and we are ready to meet them as the **world's largest and best-known** cyclists' advocacy organisation.

Internship description

As an intern you will assist the advocacy team with doing research and policy analysis, and with lobbying the EU institutions to fulfil our mission. You will have an opportunity to apply and develop your abilities and interests in advocacy and research focused on sustainable mobility and cycling. Your line manager will be the Director for Advocacy and EU Affairs.

Specific responsibilities for the Policy Intern may include

- Be the main researcher with the view of publishing a 2nd edition of the ECF report "Cyclists love trains – An analysis of the bicycle friendliness of European railway operators"
- Produce an overview of national policies to prevent bicycle theft.
- Help in the organisation of (online) events.
- Prepare meetings and take minutes.
- Assist with any type of ad-hoc measures in the advocacy team.

What do we offer?

You will have a place in Europe's and the world's largest pro-cycling federation to promote cycling as the healthiest, most climate-friendly and efficient means of transport and leisure. Your internship will be in an office located in the heart of Brussels and full of friendly, passionate and international colleagues. There are a lot of opportunities to learn and to demonstrate creativity, initiative, research and management skills; to work on community building, advocacy and cycling-related issues and to build your cycling network.

We offer a **full time 26-week internship** paid approximately €1,035 monthly. This is a professional internship agreement, according to Belgian law, called *Convention d'immersion professionnelle* (FR) or *Beroepsinlevingsovereenkomst* (NL). It includes a clear description of the tasks and the expected competences acquired by the end of the internship.

Candidates must be eligible to work in the European Union and able to live and work in Belgium during their internship. The candidate should be able to start in **October/November 2024**.

Who are we looking for?

Requirement	Essential	Desirable
Experience/ Knowledge	<ul style="list-style-type: none"> ■ Strong interest in transport policy ■ Knowledge in EU affairs ■ Bachelor or Master's degree or be in your final year(s) to obtain your Master's 	<ul style="list-style-type: none"> ■ Strong interest in railways and the topic of bike & train intermodal solution ■ Interest in the topic of bike-theft ■ Previous working experience or volunteering in an advocacy role ■ Writing resources and materials for advocacy, political activity, cycling media, voluntary groups etc.
Skills	<ul style="list-style-type: none"> ■ Excellent English ■ Outstanding research skills ■ Strong writing skills ■ Good time management ■ Solid knowledge of MS Office ■ Ability to self-organise ■ Ability to pay attention to detail, and take initiative in problem-solving 	<ul style="list-style-type: none"> ■ Other languages are an asset ■ Experience in policy analysis ■ Managing multiple tasks
Personal/ Other	<ul style="list-style-type: none"> ■ Interest and ability to work in a diverse cross-cultural environment ■ Share commitment to ECF's values 	<ul style="list-style-type: none"> ■ Bicycle user for transport or leisure

How to apply?

Please send these following three documents in EN in one pdf-file to hr@ecf.com with the subject line *"First Name Last Name – Policy Intern"* by **30 September 2024, 23:59**.

- Your motivation letter (max 1 page)
- Your CV
- Assignment: Take a detailed look at the "Cyclists love trains – An analysis of the bicycle friendliness of European railway operators" ECF report and produce a one-page critical analysis on strengths and weaknesses of that report. What would you continue/do different/ stop or start doing if you were to work on a 2nd edition?

Due to the large number of applications, only shortlisted candidates will be contacted for an online interview.

Equal Opportunity

ECF is an equal opportunity employer and encourages applications from all qualified candidates irrespective of race and ethnicity, opinions or beliefs, sex, gender, sexual orientation, health, or disabilities.