

# Announcement for a Policy Intern

**ECF is looking for one motivated intern to join its team in Brussels in the Advocacy stream**

## Who is ECF?

- We are the European federation of cyclists' full members and associate members representing people in 89 organizations in over 40 countries
- We are the international voice of cyclists in European civil society
- We are the world's largest and best-known international cyclists' advocacy and umbrella organization
- We are focusing on the development of cycling as an accessible and attractive mode of transport, leisure and tourism for all people

## Internship description

As an Intern you will assist the advocacy team in lobbying the EU institutions to fulfil the ECF mission. You will have an opportunity to apply and develop your abilities in advocacy, research and event management.

## Specific responsibilities for the Policy intern

- Under guidance of the Senior Policy Officer, produce a bench-marking report about the place of cycling in Member States' final National Energy and Climate Plans;
- Do desk-top research on other current files, such as the Railway Passenger Rights Regulation;
- Draft policy documents;
- Write articles for the ECF website;
- Prepare meetings and take minutes;
- Help in the organization of events

## What do we offer?

We offer you a place in an NGO which focuses on promoting cycling and with that creating a healthier, more sustainable and better world. This will be in an office full of friendly, passionate and international colleagues in the heart of the European Brussels. There are a lot of opportunities to learn and to demonstrate creativity, pro-activity and management skills and to work on community building, advocacy and cycling related issues, but also to build your cycling network.

We offer a **full time 26 weeks internship** (According to the Belgian law we offer a professional internship agreement: 'Convention d'immersion professionnelle (FR)' or 'Beroepsinlevingsovereenkomst (NL)') paid at € 796.90 gross a month. This internship also includes a training plan with a clear description of the tasks. The expected competences and training possibilities. The Policy internship should start during the month of January 2020. Preference goes to candidates who are available asap.

## What do we expect?

Requirement	Essential	Desirable
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>■ Strong interest in transport policy</li> <li>■ Knowledge in EU affairs</li> <li>■ Bachelor or Master degree or be in your final year(s) to obtain your Master</li> </ul>	<ul style="list-style-type: none"> <li>■ Previous working experience or volunteering in an advocacy role</li> <li>■ Writing resources and materials for advocacy, political activity, cycling media, voluntary groups etc.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>■ Excellent English</li> <li>■ Excellent research skills</li> <li>■ Strong writing skills</li> <li>■ Good time management</li> </ul>	<ul style="list-style-type: none"> <li>■ Other languages are an asset</li> <li>■ Managing multiple tasks</li> <li>■ Computer literate (MS office, internet tools, social media)</li> <li>■ Good networking skills (attending events, meetings etc.)</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>■ Politically sensitive, self-motivated, outcome oriented</li> <li>■ Team player, hands-on, attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>■ Able to set own priorities and deliver within agreed timescales</li> <li>■ Proactive and flexible</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>■ Commitment to the aims of ECF, particularly its aims to improve conditions for cycling and to encourage increased cycling.</li> </ul>	<ul style="list-style-type: none"> <li>■ Bicycle user for transport or leisure</li> </ul>

**Please note that you must have the legal right to work in Belgium.**

## How to apply?

Provide these following three documents in EN in one pdf-file and send it to the e-mail address: [hr@ecf.com](mailto:hr@ecf.com) no later than 5th January 2020 midnight CET.

- Your motivation letter (max 1 page) and your CV
- Write a max 500-word letter addressed to the Transport Minister of the country you reside in. Analyse to what extent this country strategically supports cycling at the national level and develop recommendations about measures that should be introduced over the next 3 years to increase cycle use.

Due to the large number of applications, only shortlisted candidates will be contacted for a personal interview in Brussels or through skype in January 2020.