



INTERNSHIP | Membership development and participation of people experiencing poverty

The [European Anti-Poverty Network](#) (EAPN) is the largest European network of national, regional and local networks, involving anti-poverty NGOs and grassroots groups as well as European Organisations, active in the fight against poverty and social exclusion. We are currently looking for an intern to work on Membership Development and participation, under the supervision of the Membership Development and Participation Officer.

Role description

1. Membership Development

EAPN's philosophy, as membership driven organisation, is that the network is as strong as its members, and this is why capacity building activities and development opportunities for members are an important concern for its governing bodies and for the EAPN team.

A) Supporting the Membership Development Group (MDG)

- Support the organisation of meetings of the MDG, including participating in meetings and taking notes.

B) Supporting EAPN's capacity building activities

- Support the development and implementation of capacity building trainings, (online or face to face)
- Liaise with members in advance of, during and after the trainings
- Research further online training activities which could be of interest to EAPN members

2. Participation of people experiencing poverty

Every year, EAPN organizes a meeting in Brussels that brings together people experiencing poverty from 31 different countries. These are key moments in the participation work of EAPN as they give visibility to participative processes organised at local and national level, and provide a space for people experiencing poverty to interact with representatives of European Institutions.

A) Organising volunteer interpretation for the meeting

- Liaise with relevant interpreter schools to secure as many volunteer interpreters as possible, and support these interpreters.
- Work with partners to ensure that the official interpretation runs smoothly

B) Supporting EAPN members to participate in the meeting

- Support members with travel arrangements, where necessary
- Support members during the meeting as required
- Support colleagues in their liaison with National Coordinators

C) Supporting the general organisation of the meeting

- Compile list for external people (MEPs, NGOs etc) to be invited at the meeting.
- Draft invitation e-mails for external stakeholders
- Support colleagues in drafting materials for the meeting: methodology guidance, practical information for participants, guidelines for reporting, guidelines for interpreters etc
- Support the organisation and execution of the Visibility Action
- Support the PeP officer with the organisation of logistics for the meeting
- Supporting the follow up activities of the meeting

SKILLS

- Excellent written and spoken English, and either French / Dutch.
- Good understanding of online tools and platforms
- Experience in event organisation
- Constructive team worker, open to perform other tasks that the daily life of an organization entails.
- Experience of working with vulnerable groups
- Knowledge of participatory methods is an advantage

Allowances

The internship is unpaid.

In line with [EAPN's guide on internships](#), we can only accept applications from people who can show that they receive financial support (Erasmus placement, regional grants or other national/international scholarship programmes) or who need to carry out an internship as integral part of their University degrees. We will reimburse 100% of the public transport travel costs within the Brussels region and give a meal allowance of 5.61 Euro per day.

Timeframe

Duration: July – end November 2017. We are flexible with Summer dates and expect that the intern may be on holiday for a time over the summer months.

If you are interested, please send your CV and a cover letter (1 page maximum) to magda.tancau@eapn.eu by 05.05. 2018. Please indicate where you saw this advert.