

Inspire Policy Making by Territorial Evidence

Traineeship - Evidence and Outreach at the ESPON EGTC

Deadline for Applications: 14 March 2021

In ESPON EGTC we are looking for a motivated trainee to join our international team for a period of 5 months, preferably available to start as soon as possible.

Please read before applying: [What is ESPON EGTC?](#)

What your job will be

Your work in the Unit on Evidence and Outreach will include various tasks, among others involvement in communication and outreach activities of ESPON EGTC, including preparing content and visuals for social media, website content management, and online support and offline events, newsletters, press releases etc.

You will also have the opportunity to attend European events with ESPON involvement taking place online and potentially outside of Luxembourg (if physical meetings are to take place during the time of your traineeship).

Allowance

An allowance of 1.100 Euro per month is provided as an indemnity to support your living expenses during the traineeship at the ESPON EGTC, which also will be helping you with practical matters related to settling down in Luxembourg.

Travel costs can be reimbursed¹ by ESPON EGTC on the basis of real expenses made for your travel from your usual place of residence to Luxembourg and the way back at the end of the training period.

Administrative conditions

A traineeship agreement will have to be signed by 1) the University or school where the student is registered, 2) the student and 3) the ESPON EGTC.

The University/School shall confirm that the student is registered in a course and indicate the insurance coverage regime.

¹ Specific travel reimbursement rules will be provided to the selected candidates.

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Your profile

You will have to be a student in the final stage of your university studies related to journalism, communication, territorial development and planning, geography, regional economics, European studies, political science, and/or other relevant fields.

You must be a full-time student registered at a university during the entire period of the traineeship and carry a passport from a Member State of the European Union or from Iceland, Liechtenstein, Norway, Switzerland or the UK (full partners in the ESPON 2020 Programme).

What we are looking for

We are looking for a candidate with:

- interest and (some) knowledge of social media management, data visualisation, photo/video editing, text editing.
- Further interest/knowledge on European territorial cooperation in the field of EU Cohesion Policy, regional policy and/or spatial development and planning, geography, and other relevant fields is also welcome
- attention to detail and accuracy, capability to meet pre-defined deadlines, ability to quickly grasp new tasks and implement tasks and duties successfully
- an excellent understanding and fluency in spoken and written English and good communication skills
- strong personal skills, team spirit, capable both of following instructions and of working on own initiative, consulting colleagues when needed
- a positive attitude, being open and capable of working in a multicultural team, contributing to a good working environment
- Good computer knowledge and skills.

How to apply

Your application shall include the following:

- A motivation letter – no longer than 1 page. Your motivation letter may include your response to the following questions: Why would you like to be a trainee at the ESPON EGTC? Which personal assets do you feel you can bring to the ESPON EGTC? Your expectations for the traineeship: what you hope to learn from it?
- Curriculum Vitae in Europass template.
- A profile table duly filled-in (available on the ESPON Website).

All documents should be sent in English.

The above-mentioned documents are to be sent by e-mail to traineeship@espon.eu.

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Please specify in the subject of the e-mail the following information: “Your First Name and Last Name – Traineeship Unit on Evidence and Outreach”.

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You will be informed by end of March 2021 about the outcome of the selection. Please bear in mind that copies of your relevant university certificates and diplomas as well as a proof of being registered at a University will be necessary for the contracting, in case you are selected.

The ESPON EGTC applies the principle of equal opportunities between men and women.

Personal Data Protection

Any personal data provided by you in relation to this selection procedure will be processed according to the provisions on personal data protection, in particular Regulation (EU) 2016/679. This applies in particular to the confidentiality and security of your personal data, which will be processed solely for the purposes of this selection procedure.

Your application will be deleted one month after the finalization of this selection procedure.

For the purposes of this selection procedure, an external party to the ESPON EGTC may be involved and handle your personal data. If so, the external party will also treat your data confidentially and solely for the purposes of this selection procedure.

Should you have any further questions concerning the processing of your personal data, you shall address them to the following e-mail address: traineeship@espon.eu.

What is the ESPON EGTC?

The ESPON EGTC is a European Grouping on Territorial Cooperation. As part of a renewal of ESPON it has been established according to European law to deliver the content envisaged by the ESPON 2020 Cooperation Programme. The ESPON EGTC is established with an Assembly including members of the 3 Belgian regions and Luxembourg, the latter hosting the ESPON EGTC.

The ESPON EGTC is currently employing 22 people within two units:

- Unit Evidence and Outreach devoted to the evidence production and outreach activities to be implemented as part of the Single Operation;
- Unit for Administration and Management responsible for the Administration and Management of the ESPON EGTC.

What is the ESPON 2020 Cooperation programme?

The ESPON 2020 Cooperation Programme is related to EU Cohesion Policy and shall play the specific role supporting policy development, institutional capacity, effective policymaking and

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efficient public administration with European territorial evidence and in doing so pursue the following overarching mission:

ESPON 2020 shall continue the consolidation of a European Territorial Observatory Network and grow the provision and policy use of pan-European, comparable, systematic and reliable territorial evidence.

The ESPON 2020 Cooperation Programme has a budget of almost EUR 50 million for the period 2014-2020 which is financed mainly by the European Commission, as well as by the 27 EU Member States, the United Kingdom and the four Partner States Iceland, Liechtenstein, Norway, and Switzerland. Luxembourg is the seat of the Managing Authority

[Read more about ESPON](#)

Further information

You can get further information about the job and the ESPON EGTC by contacting traineeship@espon.eu.

ESPON 2020 – More information

ESPON EGTC

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www.espon.eu, [Twitter](#), [LinkedIn](#), [YouTube](#)

The ESPON EGTC is the Single Beneficiary of the ESPON 2020 Cooperation Programme. The Single Operation within the programme is implemented by the ESPON EGTC and co-financed by the European Regional Development Fund, the EU Member States and the Partner States, Iceland, Liechtenstein, Norway and Switzerland.