



**Three exclusive 7-month paid internships in Brussels and the UK for students following their final year of study from the Universities of Leeds, Sheffield and York**

**3 x Internships: White Rose Brussels Office**

**Deadline: 12pm (noon) Monday 9<sup>th</sup> April 2018**

**Interview date: w/c 7<sup>th</sup> May 2018. Interviews will be held in Leeds**

**Start date: Monday 3<sup>rd</sup> September 2018 in Yorkshire**

### **The White Rose Brussels Office**

The White Rose University Consortium is a strategic partnership between three of the UK's leading research intensive universities, Leeds, York and Sheffield.

The purpose of the White Rose Brussels (WRB) office is long-term strategic positioning of the three universities to key stakeholders in Brussels to influence EU research policy. The office will also engage in horizon scanning and opportunity spotting in areas of strategic importance to the universities as well as information gathering. More information can be found here:

<https://brussels.whiterose.ac.uk>.

### **Project details:**

3x Interns

Duties and Responsibilities:

- Be responsible for information gathering on key areas of interest in EU research and education for the three universities and distil into short reports
- Monitoring opportunities for university staff to join key committees and panels in Brussels
- Assist in engaging with key Brussels stakeholders, such as meeting with European Commission officials, Members of the European Parliament, other Brussels-based liaison offices and alumni
- Assist with communication to the three universities of key developments of the WRB office
- Be responsible for the monitoring of key EU policy areas. This will entail writing policy reports, collating responses from the three universities and feeding back to the European Commission
- Set up, and take responsibility for the logistical aspects of WRB office events, including marketing, registration, and assisting with the running of events
- Create content for the WRB office website, such as adding new events, blogs, case studies and articles
- Utilise social media channels for the office including Twitter and LinkedIn
- Actively contribute to the production and publication of the bimonthly WRB office newsletter

- Create content for the Brussels Briefing email which is sent regularly to our partner university senior management and EU funding teams
- Work closely with the universities and other key communications stakeholders to raise the profile of the universities and the office in Brussels

The overall aim of the 3 internships is to assist with the successful strategic positioning of the three universities to all key stakeholders based in Brussels and the UK, to keep colleagues at the three universities updated on significant developments within EU research, innovation and education policy and to ensure the smooth running of the WRB office. There is frequent liaison with the White Rose University Consortium staff based in the UK.

During your induction period specific lead responsibilities associated with the communications aspect of our office will be agreed with each of the 3 interns i.e. producing the newsletter, updating our website and drafting the EU briefing. All interns will be responsible for using our social media channels and producing articles for our website.

**We are looking for 3 individuals who are/have:**

**Interns**

- Excellent written and verbal communication skills
- An understanding of the political sensitivities involved with this role especially post BREXIT
- A keen interest in UK and EU research, innovation and education affairs
- Self-motivated and a confident self-starter
- Able to work independently
- Able to develop relationships with stakeholders at a range of levels
- Knowledge of French or a desire to learn French
- Creative thinker able to engage audiences in the work of WRB office
- Experience of using all social media and competent to represent the office unsupervised on these platforms

**What can the intern gain from the internship?**

- Valuable experience of working in a European representative office and developing a good understanding of EU affairs
- Personal development and CV-enhancing project management and office management skills
- Highly relevant communication skills
- Chance to be a valued, respected member of our small diverse dynamic team

**Application process**

Candidates are asked to submit:

- 1) A CV detailing their education and experience (maximum 2 sides A4 in font no smaller than 10)
- 2) A Covering letter structured on the following (maximum 2 sides A4 in font no smaller than 10)
  - Why do you want an internship with White Rose Brussels?
  - What skills will you bring to this role?

- How will the opportunity help you progress on-your career path

3) A short blog on any subject of your choice, which would be suitable for the WRB website (no more than 200 words)

At the interview, candidates will be asked to give a 5 minute presentation on:

**‘Why I am the ideal candidate for an internship with the White Rose Brussels Office?’**

Candidates will have to be able to start on Monday 3<sup>rd</sup> September 2018 and will do a 1 month induction in Yorkshire prior to moving out to Brussels in the beginning of October.

**Housekeeping**

- The Internship positions are open to all students from Leeds, Sheffield and York Universities who are due to graduate in 2018
- The internships will start on Monday 3<sup>rd</sup> September 2018 and finish on Friday 5<sup>th</sup> April 2019
- The 3 interns will be based for the first month in the UK and then be seconded to the WRB office in Brussels for a maximum of 183 days (6 months)
- The interns will receive a salary of £8,907.50 for the 7 month internship
- In addition to the salary, the successful intern may be eligible to apply for the Erasmus grant which can be used towards the cost of travel and living expenses. You will need to apply for this funding through your home university. These funds are not allocated or administered by White Rose Brussels
- The interns will need to find their own accommodation; we are able to help with suggested places to look and recommend locations to live in Brussels
- The office is located on the 5<sup>th</sup> floor of Nordic House, Rue du Luxembourg, in the heart of the EU quarter. The European Parliament building and European Commission buildings are within a 10 minute walk and nearby there are numerous representative and liaison offices. The spacious office has wifi, tea/coffee facilities and a desk where the interns will work from 9am – 5pm from Monday to Friday as well as occasional work outside of these hours
- Candidates must, by the start of their employment, have permission to work in the EU

If you have any questions, please contact Dr Phil Holliday, European Public Affairs Director, White Rose Brussels Office ([p.holliday@whiterose.ac.uk](mailto:p.holliday@whiterose.ac.uk)) +32 496 87 85 73.

Please send your CV, covering letter and website blog post by email to Joanne Hutchings ([j.hutchings@whiterose.ac.uk](mailto:j.hutchings@whiterose.ac.uk)) by **12pm (noon) Monday 9<sup>th</sup> April 2018**.