

## Job vacancy: Communications Traineeship (full time)

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**ENNHRI is looking for a Communications Trainee to join our team for six months, starting March 2024.**

[ENNHRI](#) is the European Network of National Human Rights Institutions. We gather over 40 National Human Rights Institutions (NHRIs) across Europe to enhance the promotion and protection of human rights. Our network offers a platform for collaboration and solidarity in addressing human rights challenges and a common voice for NHRIs at the European level.

At ENNHRI, we work to:

- **Strengthen NHRIs** by facilitating the exchange of information and good practices and organising capacity building activities.
- **Support NHRIs** with their compliance with the UN Paris Principles during their establishment, accreditation and when they come under threat.
- **Connect NHRIs** to European institutions by facilitating their engagement with regional mechanisms, raising their visibility and intervening on regional legal and policy developments.

We are an international not-for-profit association under Belgian law, with a Permanent Secretariat based in Brussels, Belgium. We are looking for a full-time Communications Trainee for a six-month role. The candidate will play a vital role in daily work and support the Communications Officer in delivering diverse activities, mainly focused on digital communications.

### Main duties and tasks

- Drafting and updating content for the ENNHRI website.
- Developing social media content (Twitter, LinkedIn and Facebook).
- Developing and disseminating ENNHRI newsletters.
- Helping create and/or edit graphic design and audio-visual materials.
- Supporting and conducting communication activities for events, e.g. creating packs of promotional materials.
- Supporting work with ENNHRI's Communications Working Group.
- Supporting with communications analytics for activities and recommendations for improvement.
- Carrying out general administrative tasks, such as maintaining databases and responding to information requests.
- Occasional monitoring of relevant news and media updates on human rights.

This position will support the successful candidate to develop skills for entering the workplace and give insight into working in a network at the forefront of the European human rights field. Given the high level of competition, please orient your application based on the list of criteria below.

## Required criteria

- Strong command of English with the ability to write clear, concise texts.
- Some experience with website Content Management Systems (e.g. WordPress).
- Some experience of working with social media (LinkedIn, X, Facebook).
- Some experience of graphic design (e.g. online tools like Canva and/or Adobe programmes).
- Academic or professional experience in communication, human rights, European studies, international relations, or another relevant field.
- Desire to learn and acquire new skills.

## Desirable criteria

- Experience of video production/editing, including with software such as Adobe Premiere.
- Experience with digital analytics and ability to analyse data to draw strategic insights.
- Experience with MailChimp or another email management platform.
- Experience of working in a membership organisation or network.

## Terms of employment

The traineeship will be offered for **six months** and start in mid-March 2024 (or as soon as possible after that). The traineeship is **full-time** and will be carried out at ENNHRI's Secretariat office in Brussels. ENNHRI will provide the candidate with a Belgian traineeship contract ("Convention d'immersion professionnelle") with a remuneration of €1,450 / month, and monthly STIB (public transport) pass.

## How to apply

In this [online form](#), outline why you are applying for the role (**200-word limit**), are qualified for it (300-word limit), and submit your CV (**max two pages in PDF**). You are also invited to link to previous work (such as videos, articles, and graphics) in the separate comment box or attach them if more convenient. Your responses to application questions and CV must be in English.

The deadline is **Thursday 1 February 2024, 12:00 CET**. Interviews will be held in mid-February. Depending on candidates' current locations, these might take place in person at ENNHRI's Brussels Secretariat or online. We regret that ENNHRI cannot cover interview travel costs.

ENNHRI is an equal opportunity employer. If you have questions, please contact **Richard Adams**, ENNHRI's Communications Officer - [richard.adams@ennhri.org](mailto:richard.adams@ennhri.org). Best of luck to all applicants!