

5 March 2024

Institutional Development Support Internship

In order to support Caritas Europa's institutional development work, the Secretariat based in Brussels is offering a full-time, 5-months internship through the **European Leadership Programme** fellowship of Jesuit European Social Centre (JESC).

Mission

The intern's main activities will relate to the support of the Institutional Development unit with the gathering and structuring of innovative practices and projects and projects in the field of youth engagement of the members of Caritas Europa (CE) with the aim of making them visible and accessible to other members and partners organisations of Caritas Europa.

The intern will be part of the Institutional Development unit and will report to the Unit Director.

Key tasks

The intern will:

- Assist the unit with the collection of co-designed social innovation projects;
- Assist with gathering good practices in the field of youth engagement from member organisations;
- In coordination with the project owners, fine-tune and structure the presented projects to allow learning from the experiences;
- Support creating a plan for a content for the social media channels of the Young Caritas Europa network;
- Support the unit with the development of learning paths;
- Support the mapping focal points of member organisations with the updating of their organisational information on the Baobab extranet;
- Analyse assessments reports against the Caritas Internationalis Management Standards (CIMS) and value good practices to support with improvements in other members;
- Support the unit with updating the MEAL system of the annual work plan;
- Support the unit in any other work being part of the work plan as needed;
- Support the CE-Secretariat in any activities as needed;
- Participate in unit and team meetings.

Profile

- Bachelor/Master student with experience in management, social policies and social innovation;
- Fluent in spoken and written English, preferably with good command of other European language(s). The working language is English;
- Basic knowledge of, and commitment to, the Catholic Social Teachings (CST), including its key principles and values;
- Good interpersonal and communication skills;
- Self-motivated, helpful and dedicated team player, able to take responsibility and initiative;
- Results oriented;
- Good IT and computer skills.

Caritas Europa is committed to safeguarding people from exploitation and abuse in its work and has specific policies on this commitment which outlines the expected behavior and the responsibility of all staff. We follow safe recruitment practices according to our safeguarding policies.

Any candidate offered a position within Caritas Europa will be expected to sign the Code of Conduct as an appendix to their contract and agree to conduct themselves in accordance with its provisions.

The internship is linked to participation in the European Leadership Programme (ELP). For ELP related questions, please contact Ms. Fehéreková at assistant@jesc-elp.eu. For questions related to the position at Caritas Europa, please contact Mr. Somers at msomers@caritas.eu.

Apply at: www.jesc-elp.eu.

Caritas Europa (CE) is the network of 49 organisations from 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 165 Catholic relief, development and social service organisations. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to analyse and fight poverty and social exclusion and to promote true integral human development, social justice, and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with, people in need to transform society into a more just and inclusive civilisation. Caritas Europa recognises the need for mutual learning and innovation in all we do.