

Terms of Reference for:
Alliance2015 Joint Initiatives Assistant - Emergency and Operations
Starting date: March 2025 – one-year full-time position under CIP contract

Job title:	Alliance2015 Joint Initiatives Assistant - Emergency and Operations
Reports to:	Emergency and Operations Lead
Job location:	Brussels
Contract type:	<p>1-year non-renewable paid internship (CIP contract), starting March 2025.</p> <ul style="list-style-type: none"> • full-time role (38 hours/week), 3 days office, 2 days home working. • Remuneration: 1350 EUR net/month. • Transport and working from home allowance. • 25 days paid holiday per calendar year.
Background:	<p>Alliance2015 is a strategic and operational network of European-based international NGOs, working towards the broader vision of Agenda 2030 and a world free from poverty, hunger, injustice and inequality.</p> <p>Alliance2015 member organisations work together in different configurations:</p> <p>Executive Board: supervises legal and financial compliance; sets and signs off on strategy (Strategic Compass). Comprises the seven member CEOs, and the Director.</p> <p>Implementation Groups: these project management bodies translate the Strategic Compass impact goals and ways of working into prompt and effective action across Alliance2015; they propose and implement workplans, propose MEAL indicators and collect data, process learning and ensure that effective collaboration tools are designed and implemented.</p> <p>Communities of Practice: knowledge and learning sharing spaces for functional and thematic expertise.</p> <p>Task Forces: ad hoc groups designated to deliver on specific tasks.</p> <p>The Alliance2015 Hub is the strategic steering unit of the Alliance2015 in Brussels, led by the Alliance2015 Director. The Hub steers and supports strategy design and implementation. To do this, it connects and supports all working groups of the Alliance, at decision-making and implementation, exchange and learning levels.</p> <p>The Hub is made up of a Director and her/his team comprising an Administrative Assistant and the Joint Initiatives Support Team (JIST) including an Emergency and Operations Lead, an Advocacy Lead, a Knowledge Management and Communication Lead, three Fundraising and Partnership positions (seconded by our members Welthungerhilfe, Concern and People in Need), and a Networking and Advocacy Specialist (seconded by our member CESVI).</p> <p>The JIST is supported by two Joint Initiatives Assistants (full-time, internship), one focusing on Advocacy and Communications, the other focusing on Emergency and Operations. These roles will provide a young professional an all-round taste of issues and ways of working of an established and forward-looking INGO alliance.</p>

Job purpose:	<p>The role provides multifunctional support to the Alliance2015 Hub with an emphasis on joint initiatives in the following areas: Emergency and Operations, Knowledge Management, support to countries of operations. Therefore, the role helps the Emergency and Operations Lead and other team members carry out and fulfil their duties efficiently. The role dedicates care to timely communication between the Hub and the members, within and between the Implementation Groups, Communities of Practice and Task Forces, and to keeping internal tools, documents and database up to date, accessible and user friendly.</p>
Main duties & Responsibilities	<ul style="list-style-type: none"> • Arrange, prepare, and support group calls and face to face meetings (logistics, agendas, background documents, draft minutes, supporting follow up actions, and help groups keep track of their workplan implementation). • Coordinate with Joint Initiatives Support Team to ensure all relevant external and internal information and contacts are kept updated, organised and accessible on Alliance2015 website and intranet (SharePoint). • Support data collection and analysis feeding the network's knowledge management tools, particularly the joint projects database, annual country reports and any other relevant source. • Support the Joint Initiatives Support Team in the organisation of events/ seminars/ workshops/ roundtables/ Annual General Meetings, online or offline. • Administer online reviews, provide support for the analysis and report development, production of PPT with main findings. • Support research and analysis on topics relevant for the Alliance2015 strategic compass, as directed by the Joint Initiatives Support Team. • In coordination with the other Joint Initiatives Assistant, support and facilitate member's access to the Alliance2015 SharePoint, and keep the contacts database updated. • Contribute to the drafting of internal Updates and Policy Monitoring newsletters. • Any other relevant tasks requested by staff, proportionate to the role.
Person specifications:	<p>Essential:</p> <ul style="list-style-type: none"> • True interest in this field of work; curiosity; energy; willingness to learn. • Educated to minimum Bachelor's degree level in social sciences, e.g. political sciences, international relations, humanitarian aid or development studies, organizational management, or other subject with relevance to the work of Alliance2015 members on the field. • Some prior experience through volunteering, internships, or academic projects related to humanitarian or development work. • Ability to support a team, stay organized, and prioritize tasks effectively. • Proficient IT skills (Google tools, Microsoft 365). • Ability to learn how to use new tools and software to enhance collaborative work. • Fluent in oral and written English, with excellent oral and written communication skills. • Excellent interpersonal skills. • Listening attitude with team-working skills and passionate about collaborating with colleagues working in many different locations. <p>Desirable:</p> <ul style="list-style-type: none"> • Some familiarity with EU humanitarian or partnership policies, or funding instruments (gained through studies, projects, or internships). • Experience in taking notes or drafting summaries from meetings. • Familiarity with data analysis tools (e.g., Power BI). • Working knowledge of other language(s) of our member organisations.

How to apply

Please send a CV and cover letter **in a single pdf file** in the following format: “Last Name-Your First Name-CL&CV” to the following address: recruitment@alliance2015.org, indicating in the subject: **“Alliance2015 Joint Initiatives Assistant – Emergency and Operations”**.

Applications will be reviewed on a rolling basis. Closing date for applications is **19th February 2025**. Interviews and written test will be held between 27th February and 7th of March. In-presence interviews are preferred.

Note: This position is not open to students currently enrolled in university. It is intended for recent graduates. Professionals with previous full time non-internship experience need not apply, as their applications will be disqualified.

