Vacancy

Advocacy Trainee

4 March 2024 – 30 August 2024 (6 months)

PICUM, the Platform for International Cooperation on Undocumented Migrants, is a network of individuals and organisations working to ensure social justice and human rights for undocumented migrants. Grounded in principles of social justice, anti-racism and equality, PICUM works to ensure that all migrants are entitled to a dignified standard of living and respect. Bringing together the experiences and expertise of its members, PICUM generates and coordinates a humane and informed response to undocumented migrants’ realities and provides a platform to engage policy makers and the general public in the full realisation of their rights.

Based in Brussels, the PICUM secretariat leads the network’s advocacy, awareness raising, and research activities. Unlike its members working on the frontline, PICUM’s secretariat does not provide direct assistance to undocumented migrants but works to build a strong civil society network to support each other and challenge discriminatory policies and practices.

The successful candidate will play an important role in PICUM’s daily work, mainly assisting the advocacy officers and the office and events manager by following policy agendas, supporting engagement with PICUM members, and carrying out research support, administration, event organisation, and dissemination of policy and advocacy outputs. The work experience provides an opportunity to gain hands-on experience with and insights into the different facets of operating an international NGO network and working towards social and policy change in the area of human rights for undocumented migrants.

Tasks

For the period from 4 March 2024 to 30 August 2024, the candidate will contribute to PICUM’s work in the following areas:

- Assist PICUM’s Advocacy Officers with background research, contact management, drafting of papers and other written materials, attend and report on events in Brussels;
- Follow relevant EU policy agendas and deepen your expertise in at least two of PICUM’s strategic areas of work;
• Translate texts from English into other languages and from other languages into English (depending on language skills);
• Assist in producing content for PICUM’s newsletters, blogs and social media;
• Assist with organising PICUM internal and external events, including PICUM’s group sessions with members;
• Hosting some online events and taking care of the administrative tasks related to those events;
• Support in keeping updated the civiCRM database and Google Groups, handling requests made by members and/or PICUM staff;
• Taking minutes at the weekly staff meetings and external events (if requested);
• Managing the info mailbox, answering to emails/requests and keeping track of requests;
• Work flexibly alongside other members of the PICUM team to take on reasonable tasks as appropriate over and above those set out above.

Profile

Required

• University or College degree
• Knowledge of and an interest in learning more about issues concerning undocumented migrants and human rights.
• Full professional proficiency of English (oral and written)
• Strong writing skills
• Good planning and organisational skills
• Proficiency in Word and Excel
• Ability to work independently, flexibly and under tight deadlines
• Have the right to work in Belgium

Desired

• Some legal training / coursework
• Some knowledge of policy and policy-making processes
• Proficiency in languages other than English
• Experience in event organisation
• Lived experience of migration, migration procedures and/or insecure residence status

Timeframe

The place of employment is PICUM’s office in Brussels, Belgium (Rue du Congrès 37-41, 1000 Brussels).
Although the role is office-based, we offer the possibility to telework part-time. Please note that the Belgian government has adopted mandatory teleworking policies in the past years and may do so again in the future.

The work is full time (37.5 hours / week).

**Starting date:** Monday, 4 March 2024  
**Ending date:** Friday, 30 August 2024

**Terms**

PICUM will provide the candidate with a Belgian contract of ‘Professional Immersion’ (‘Convention d’immersion professionnelle’) with a remuneration of €977.50 per month, plus local transport costs and lunch cheques.

**Selection procedure**

PICUM is committed to diversity in its staffing, including based on gender, ethnic origin, disability, and lived experience of migration. We strongly encourage candidates with such diverse backgrounds to apply, and other factors being equal, give preference to such candidates.

The deadline for applications is **7 January 2024** at midnight (CET). Please send the completed application form in English to Ms. Irene Subiri Martin at the following address recruitment@picum.org, with your last name, first name and PICUM advocacy traineeship in the subject line.

Please note that the personal information (personal details and declaration) needs to be detached from the rest of your application to promote equal opportunities in the short-listing process. Please do not put your name or signature on the rest of the application form.

Please send us two versions of the application form:

- One with the full document and named “Full application form_Name”
- One without the first page of the document (with your name, etc.) and named “Anonymized application form”

All information given on the application will be treated in a confidential manner and in line with data protection legislation.

Shortlisted candidates will be contacted by 26 January 2024. Please note that due to the large number of applications and our limited capacity, we regret that only shortlisted candidates will be contacted.
Interviews will take place online on 31 January 2024.