



# Education Stagiaire Placement

Job Description March 2024

Are you passionate about current affairs, politics, and European relations? Looking to begin your career in EU affairs? Are you up for a challenging, varied and rewarding European affairs role? If so, read on European Movement Ireland (EM Ireland) is looking for a Stagiaire to join the team!

About EM Ireland

[European Movement Ireland](#)'s mission is to develop the connection between Ireland and Europe, and to achieve greater public understanding of and engagement with the European Union and with our European partners. We do this by providing objective information and by stimulating debate.

Our aim is to reach a wide range of audiences throughout Ireland, and we co-operate with the Government and with like-minded organisations. Separately, we work to inform our European colleagues, through international networks such as European Movement International, about the role Ireland plays in Europe and the EU, and the role that the EU plays in Ireland.

We believe that Ireland is best served by a population who understand the EU and the broader community of European nations and engage constructively in its future development. While we support European integration and Ireland's membership of the European Union, we are independent and act with integrity.

About EM Ireland's Stage Programme

This is a six-month stage programme, with the dates to be agreed mutually between you and your Manager.

You will receive in-depth induction training, a personal development plan, ongoing career coaching and mentorship, networking opportunities and regular support from the EM Ireland Senior Management team.

You will learn directly from experienced members of the team but can be afforded opportunities to learn new skills in areas such as policy & research, education, events, communications and outreach.

Role Purpose

Working closely with the Education Manager, the Stagiaire's role will focus on assisting with the implementation of our wide-ranging education projects, including the Blue Star Programme. EM Ireland is the national implementation body of the Blue Star Programme and our role is to provide training and support for participating schools and administer the programme from registration, developing resources and accepting reports.

The role will also involve close coordination with the organisation's EU jobs outreach programme, helping to inform and educate people about the career opportunities within the EU institutions.

In addition to working on these two education programmes the stagiaire will be expected to work on smaller education programmes and support the wider activities of EM Ireland in the busy year. We are looking for someone with drive, passion, flexibility, and commitment to join the team as EM Ireland grows at an important time for Ireland and Europe.

## Main Tasks:

- Working as a key support on EM Ireland's education projects including liaising with schools and universities, develop programme resource, and provide administrative support.
- Working closely with the team to develop our outreach to the promote of EU Jobs opportunities for Irish Graduates and provide them with updated supports.
- Helping to provide communication supports including developing and creating digital content on social media, newsletters and basic website management.
- Keeping up to-date with current issues and public opinions concerning Irish and European affairs.
- Act in accordance with the objectives and ethos of the organisation.
- Work on various other projects, events and programmes as required and undertake other duties as may be reasonably required from time to time.

## Experience and Knowledge:

- A third level degree in a field related to the work of EM Ireland
- Strong digital & communication skills: experience using social media and online platforms is desirable.
- Experience working on education related projects, ie in College/University or through volunteer work.
- An understanding of the EU institutions and how they work.
- Strong organisational and administration skills
- An appreciation of the Not-for-Profit sector
- Knowledge of Irish or a second EU language is beneficial but not obligatory,

## Skills and Special Aptitudes:

- Demonstrable written and verbal communication and presentation skills
- High level of attention to detail & ability to manage competing priorities
- Ability to work calmly under pressure and in a collegial fashion within a small dynamic team
- Ability to work to tight deadlines
- Well-developed organisational and multi-tasking skills with ability to work independently
- EM Ireland is a small, adaptable team. You should be comfortable adapting to support evolving priorities while having the ability focus on long term objectives



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Location & Terms:

The Stage Placement bursary will receive €1,346 per month pro rata allocated monthly as part of the Stage Placement.

The ideal candidate will possess relevant previous experience, through volunteering or through previous employment.

EM Ireland's place of work is Dublin City Centre. We are currently operating a hybrid working model where 50% of the working week is to be in the office. This is at the discretion of the organisation. Occasional national travel may be required for this role.

To Apply:

[Applications are now only being accepted via the online portal on the EM Ireland website here](#)

Closing date for Applications: 21 March 2024.