



## **Call for interest - n° 2021/STG/SM/2 Social Media Trainee**

### **Job details**

Contract duration: **5 months traineeship**

Hours per week: **40**

Job location/Country: **Brussels/Belgium**

### **Approximate timetable**

Application open until: 20 May 2021

Candidates shortlisted by: July 2021

Traineeship starting date: 9 September 2021

### **About the EPP Group**

The Group of the European People's Party (Christian Democrats) (EPP) is the largest political group in the European Parliament. It brings together centre and centre-right pro-European political forces from the Member States of the EU, coming together to advance the goal of a more competitive and democratic Europe, closer to its citizens, and a social market economy. Its multinational secretariat provides political, administrative and technical support to its Members.

### **Department**

With a view to promoting the dissemination of knowledge on European integration and to contributing to young Europeans' education and professional training, the EPP Group offers 5-months paid traineeship as Social Media Trainee in its Secretariat in Brussels.

This traineeship is an opportunity to obtain a unique experience in the Campaigns Directorate - Social Media Unit which is in charge of the EPP Group's social media strategy and spreading of the political message through different social media channels. It provides a remarkable opportunity to work in a very dynamic, political and international environment by assisting the social media team in their everyday work.

## **Job description**

The Social Media Trainee will carry out following tasks:

- Drafting and copy editing social media messages for Twitter, Facebook and Instagram;
- The day-to-day role will be varied and includes undertaking tasks as directed by the Head of the Social Media Unit;
- Assisting on creating and executing various social media campaigns aimed at engaging with EU citizens;
- Community management;
- Monitoring news and trending topics in order to make social media content;
- If video skills: making videos for various social media channels.

We provide with all the necessary material to perform the above-mentioned tasks. However, the selected trainee can use his/her own equipment if he/she wishes so.

## **Job requirements**

The **applicants** for paid traineeships **must have/be**:

- be a national of a Member State of the European Union or of an associated or candidate country;
- secondary education giving access to post-secondary education attested by a diploma or post-secondary education of at least 2 years attested by a diploma in the field of digital communication, political communication, international marketing or journalism;
- creative thinker who enjoys writing and creating content;
- good written and spoken English skills and a very good knowledge of another EU official language;
- good knowledge of the different social media channels and their audiences;
- a passion for digital marketing and creative thinking is a necessity;
- active in social media and knowledge of the latest trends;
- ability to work independently as well as a capacity for teamwork in a multinational environment and the ability to work under pressure and to strict deadlines;
- video editing skills (Adobe Premiere Pro and After Effects) would be an asset
- not have been granted a paid traineeship in the EU Institutions or not have already been in gainful employment after the completion of their studies.

## **Compensation & benefits**

- monthly allowance of 1.400 EUR to cover living costs in Brussels;
- reimbursement of mission costs (travel and accommodation) to attend one plenary session of the European Parliament in Strasbourg, however, it's conditioned to development linked to COVID-19 sanitary crisis. (Please note that on the date of the publication of this call, the plenary sessions are taking place in Brussels);
- EPP Group has taken on trainee's behalf a compulsory, primary sickness and accident insurance.

**Due to the COVID-19 pandemic, the work during traineeship will be arranged either remotely or in presence following recommendations issued by Belgian authorities. In case the traineeship would be conducted remotely, telework can only be done from Brussels.**

## **General admission conditions**

CANDIDATES **MUST FULFIL** THE FOLLOWING CONDITIONS:

- be a national of one of the Member States of the European Union or of an associated or candidate country;
- enjoy their full rights as a citizen (have no criminal record);
- meet the character requirements for the duties involved.

## **General terms**

The EPP Group ensures that applicants' personal data are processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, particularly as regards their confidentiality and security and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

**The EPP Group is an equal-opportunities employer and encourages applications from young people with disabilities who fulfil the above requirements.**

## **INSTRUCTIONS FOR THE CANDIDATES**

### **1. RECOMMENDATIONS**

**Before filling in the online application form, please read the following instructions carefully.**

### **2. SUPPORTING DOCUMENTS REQUIRED**

Candidates **must** provide the Selection Committee with all the information and documents it needs to verify the accuracy of the information given on the application form.

Please note that the Selection Committee will base its decisions **solely** on the information given on the application form **and** substantiated by the supporting documents attached to it.

Candidates **must attach to the application form** the copies of the following documents:

- a copy of the diploma(s);
- letter of recommendation from school;
- documents proving the knowledge of the languages (certificates and diplomas);
- ID card or Passport.

All claims regarding the candidate's linguistic knowledge must be backed up by certificates and diplomas. In the absence of such documents, candidates must clearly explain, on a separate sheet, how they acquired this knowledge.

### 3. HOW TO APPLY

If you wish to apply for the traineeship please:

1. Complete in English the online application form available on our website: <https://www.eppgroup.eu/about-us/traineeships-programmes> or via the URL link available at the end of this document. Should you encounter any problems with the opening of the URL links included in this document, please download it first on your device.

Please note that under the section "Professional experience" you should press "Delete" button in case you do not have any previous professional experience.

2. Upload your photo in JPEG, PNG or GIF format (maximum size is 500 KB).

3. Upload in PDF format a table of contents.

Note that each page of the supporting documents attached to your application must be numbered and one single table of contents giving a description of each document and the corresponding page number(s) must be included.

3. Upload in PDF format the supporting documents grouped into 5 separate files:

- proof of education (copy of your diplomas & other certificates);
- proof of professional experience (**if any** previous traineeships or jobs; please note that this entry is not compulsory for a trainee's position);
- proof of linguistic knowledge (for language certificates or your own declaration of linguistic skills);
- ID card/Passport;
- other documents (recommendation letters, samples of your photographic work and other documents or details relevant to your application).

Note that the maximum size of attachment is 5 MB per file.

5. Click on the "Submit" button. You will receive shortly afterwards an acknowledgement email confirming that we have received your application.

It is the candidate's responsibility to inform the Selection Committee's secretariat in writing to the here under e-mail address, and in due time, of any change in personal data and/or address.

All correspondence relating to the selection procedure will be sent to the e-mail address indicated by the candidate in the application form.

Any urgent communication from the candidates must be transmitted to the Selection Committee's secretariat by email ([epp-recruitment@europarl.europa.eu](mailto:epp-recruitment@europarl.europa.eu)). Candidates are asked NOT TO TELEPHONE.

**Candidates are asked to apply ONLY FOR ONE of the currently open calls for trainees. In case, you apply for more than one call, the Selection Committee will consider only application for the specialised call and will disregard your second application.**

#### **4. ADMISSION TO THE SELECTION PROCEDURE**

The selection will be based on qualifications.

1. The Selection Committee will draw up a list of the candidates who have submitted applications in the form required and by the closing date.

2. Candidates who:

- do not meet the conditions for admission and traineeship requirements;
- do not duly complete the online application form;
- do not attach the supporting documents proving their qualifications and linguistic skills required;
- do not attach a copy of the ID card/Passport;

will be eliminated.

#### **5. INCLUSION ON THE LIST OF SUITABLE CANDIDATES**

1. The Selection Committee will consider the applications, draw up the list of candidates who meet the traineeship requirements and whose qualifications and studies best match the traineeship tasks to be carried out. It will base its decision on the information given on the application form and substantiated by the supporting documents attached to it.

2. Candidates will receive an e-mail informing them of the Selection Committee's decision on whether they have been accepted for a traineeship. Should this not be the case, please make sure to check your spam folder.

3. If, at any stage in the procedure, it is established that the information given in your application form is incorrect or is not substantiated by supporting documents, or that all the conditions set out in the recruitment notice are not met, you will be disqualified.

#### **6. CONDITIONS OF PLACEMENT AS A TRAINEE**

Candidates included on the list of accepted candidates will be informed and requested to accept the traineeship offer with the EPP Group.

Link to the online application form:

[https://resourcemanager-15906b93296.secure.force.com/cxsrec\\_cxsSearchApply?positionId=a0t1n000005TrL7&formId=a001n00001Yy6wy](https://resourcemanager-15906b93296.secure.force.com/cxsrec_cxsSearchApply?positionId=a0t1n000005TrL7&formId=a001n00001Yy6wy)