



---

## TRAINEESHIP AT CEDEFOP

---

Would you like to gain professional experience in an international environment?

Cedefop, the EU Agency based in Thessaloniki, offers a 9-month traineeship starting on 01/10/2019.

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	Department of learning and employability, DLE Projects: <ul style="list-style-type: none"><li>• <a href="#">Early leaving from education and training</a> and <a href="#">VET toolkit for tackling early leaving</a></li><li>• New platform on VET for social inclusion and labour market integration, currently under development.</li></ul>
Project description	<ol style="list-style-type: none"><li>1. Cedefop has developed a <a href="#">web toolkit for tackling early leaving (VTL)</a> aimed for policy makers and VET practitioners involved in the design, implementation and evaluation of VET policies and practices to tackle early leaving. The VTL toolkit is based on an extensive evidence of research published recently by Cedefop. It provides with practical guidance, tips, good practices and tools.</li><li>2. Cedefop is currently working in designing the development of a new platform on VET for social inclusion and labour market integration which will bring together existing <a href="#">tools</a> like the existing <a href="#">Resources for guidance</a>, the <a href="#">European database on apprenticeships schemes</a>, and other <a href="#">databases</a>, like the <a href="#">European database on validation of non-formal and informal learning</a>, etc.; all developed in the Department of learning and employability, DLE of Cedefop.</li></ol>
Project outputs / outcomes	<ul style="list-style-type: none"><li>• The new content developments and tools of the toolkit are appropriate, functional and user-friendly;</li><li>• Increased visibility of the <a href="#">VET toolkit for tackling early leaving</a>;</li><li>• A new online project (online platform) is advanced according to the timetable.</li></ul>
The trainee's main duties and tasks	The trainee is expected to support the Project Manager by:

	<p>1. Contributing to the development and promotion of the VET toolkit for tackling early leaving and the new online project on VET for social inclusion and labour market integration, currently under development:</p> <ul style="list-style-type: none"> <li>• Review the newly uploaded content and regularly test the appropriate functioning of the tools developed under the <a href="#">VET toolkit for tackling early leaving</a> to ensure user-friendliness.</li> <li>• Support the content and tools preparations of the new online project under development on <i>VET policies for social inclusion and labour market integration</i></li> <li>• Prepare brief messages and content for dissemination through Cedefop social media and other appropriate dissemination channels in collaboration with the project manager and the communications department of Cedefop.</li> <li>• Assist in preparation of visually attractive presentations and create graphic materials to be used in different presentations/events.</li> <li>• Support the work of the content management editor (CMS) editor to update and regularly check content online.</li> </ul> <p>2. Support the Project Manager in its role as the community coordinator of the online <a href="#">Community of Ambassadors</a></p> <ul style="list-style-type: none"> <li>• Assist in the preparations of a newsletter for ambassadors including news headlines, toolkit developments, new items, etc.</li> <li>• Communicate with ambassadors to update content of good practices, etc.</li> <li>• Support the preparations of online meetings with ambassadors.</li> </ul>
<p>Expected learning outcomes</p>	<ul style="list-style-type: none"> <li>• Improve knowledge about policies in the field of VET and European policy background;</li> <li>• Gain experience in developing web content for online platforms;</li> <li>• Gain expertise in data handling and in data analysis;</li> <li>• Participate in projects that have agency-wide implication, and opportunity to work with colleagues from many departments/services;</li> <li>• Work experience in a multidisciplinary and multicultural teams;</li> <li>• Acquiring experience of working in a European</li> </ul>

	environment.
<b>ESSENTIAL REQUIREMENTS</b>	
Academic background	<ul style="list-style-type: none"> <li>• Bachelor's Degree (or Master's degree) in Social sciences, Humanities, Communication studies, Library and Information Studies, or related fields</li> <li>• English C1 level</li> <li>• IT literacy (including photoshop and presentation softwares)</li> </ul>
<b>DESIRABLE</b>	
Experience/exposure	<ul style="list-style-type: none"> <li>• Experience with web communication</li> <li>• Specific expertise on education policies for disadvantage groups, social inclusion, inclusive education, vocational education and training, tackling early leaving, etc.</li> </ul>

**For further information and on-line application please visit:**

<http://www.cedefop.europa.eu/EN/working-with-us/Traineeships.aspx>



**Deadline for the submission of applications: 23/05/2019 at 14:00 Greek time (CET+1).**

**Only applications submitted on line will be accepted.**