



TRAINEESHIPS 2024

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

Cedefop, the EU Agency based in Thessaloniki, offers
a **10-month traineeship** starting on **1 October 2024**.

WHAT THE TRAINEESHIP IS ABOUT

Department/Service	Department for VET and Qualifications (DVQ)
Project title	ReferNet
Project description and outcomes	<p>ReferNet administration and content support</p> <p>ReferNet is a network of institutions created by Cedefop with the aim to provide information on national vocational education and training (VET) systems and policies, skills and qualifications in the EU Member States, Iceland and Norway.</p> <p>The network comprises of 29 organizations that act as national partners with each of them being a key organisation involved in VET, skills and qualifications in the country they represent with an overall number of approximately 260 experts. All partner organizations are particularly well-placed to offer first-hand information on VET's role, purpose, governance and structure, insights into developments and trends in VET policies, and in-depth analysis of how each country is progressing in its implementation of common European policy objectives.</p> <p>The information collected is used for a variety of different purposes and products, including the update of tools and databases (VET in Europe database, Timeline of VET policies in Europe), publications (Short descriptions, Spotlight on VET flyers, Thematic perspectives), animated videos and through 29 national websites that share and disseminate information produced by the ReferNet network and Cedefop in national languages, focusing on national VET issues.</p>

<p>Trainee's main duties and tasks</p>	<p>In a team of four members, the trainee will</p> <ul style="list-style-type: none"> • support team members in <ul style="list-style-type: none"> ○ animating the community of the network by keeping partners engaged and involved. ○ monitoring and managing the progress of the execution of the annual network workplan ○ proposing a communication and visibility strategy for the network as a whole while also proposing, analysing and synthesising proposals for custom campaigns and adhoc digital campaigns ○ developing, supporting and monitoring the presence of the network on mainstream social media (eg, linkedin) ○ proposing creative ideas for further strengthening and developing the network outside and beyond its workplan. • assist the team in <ul style="list-style-type: none"> ○ organising online webinars, physical workshops and other ad hoc meetings in line with the demands of the workplan and of the network. ○ developing, documenting and managing procedures for the management of the Network (incl. acceptance of the new members, changes in the ReferNet national teams composition, etc) ○ collecting, processing and analysing quantitative and qualitative data.
<p>Expected learning outcomes</p>	<p>As a result of the traineeship, the candidate will gain insights into policies and processes of European cooperation in education and training and vocational education and training (VET) in particular;</p> <ul style="list-style-type: none"> • good understanding of VET systems and related policies in EU Member States; • experience in community management, in managing a pan European network; • skills in managing the content of a web platform and implementing a digital strategy on social media; • teamwork skills in a multicultural and multidisciplinary environment; • practical experience in day-to-day business of an EU agency and with other leading European institutions.
<p>ESSENTIAL REQUIREMENTS</p>	
<p>Academic background</p>	<ul style="list-style-type: none"> • University degree in any field of at least three years attested by a diploma or equivalent,

	<p>preferably (but not limited) related to business / public administration, education, communication studies or social sciences;</p> <ul style="list-style-type: none"> • English at level C1 (Common European Framework of reference for languages); • digital literacy and very good knowledge of MS office suit (Word, Excel, Powerpoint) and use of mainstream social media.
DESIRABLE	
Experience/exposure	<ul style="list-style-type: none"> • experience in managing a project or a network with several members; • knowledge of additional European languages • critical, analytical and synthetic skills; • experience in teamwork; • ability to work independently and to show great attention to detail.

For further information and on-line application, please visit our [website](#)

**Deadline for the submission of applications:
Wednesday 22 May 2024 at 13:00 Greek time (CET+1)**

Only applications submitted online will be accepted