

# Research Assistant

## Terms of Reference

### About EPD

The European Partnership for Democracy (EPD) is a Brussels-based non-profit organisation supporting democracy worldwide. It is a unique platform comprising 19 European civil society and democracy support organisations present in Africa, Asia, Europe, the Middle East and Latin America. More information about EPD is available at [www.epd.eu](http://www.epd.eu).

### Accountabilities and key relationships

The Research Assistant will be based in Brussels and will report to the EPD Research Coordinator. The Research Assistant will work in close cooperation with the European Democracy Hub team and have regular working relationships with other EPD staff.

### Duties and responsibilities

#### Research and data collection

- Conduct desk research to collect information on democracy support policies and funding developments by the EU, EU member states, the UK, Norway and Switzerland in the year 2023;
- Prepare interview questions and co-conduct interviews with relevant staff from the aforementioned institutions and European governments;
- Compile this information in documents and fiches to be used as a basis for the annual review of European democracy support;
- Contribute to writing the [Annual Review of European Democracy Support](#);

#### Research project implementation

- Assist in collecting background information for the development of concept notes for research projects, as well as specific research outputs.
- Assist in monitoring the administration of research outputs within projects managed by EPD and the European Democracy Hub when required.

## Events

- Attend and write reports/minutes of internal meetings and relevant EU events as requested by the Research Coordinator.
- Assist with the organisation of workshops and events in the framework of the European Democracy Hub.
- Any other tasks upon the request of the Events and Communications Officer of the European Democracy Hub.

## Requirements

- Recent graduate or young professional with strong interest and knowledge of EU policies, particularly in relation to support of democracy within Europe and in external policy;
- Proficiency in written English;
- Motivation to learn and contribute to EPD's work;
- Strong interest in research, demonstrable research experience is an asset.
- Experience of working on EU-funded research projects (like Horizon Europe projects) is considered an asset.
- Creativity and enthusiasm to work with colleagues as part of a dynamic team;
- Entitlement to work in the European Union;
- Availability for a 6 month assignment.

## Conditions and benefits

- 6 months assignment on a *Contrat d'Immersion Professionnelle*. EPD will compensate the trainee by paying a monthly allowance of EUR 997,09
- Lunch vouchers of a unit value of EUR 8,00 (personal contribution by the trainee is EUR 1,09) will be granted for each day worked (to be spent in Belgium);
- A monthly public transport card for Brussels will be reimbursed 100%;
- According to EPD's structural teleworking policy, a home working allowance will be granted in compliance with Belgian legislation;
- Trainees are fully involved in all aspects of our work and given considerable responsibility and independence; they are part of an international team that supports them in acquiring skills to work in an international organisation and hands-on knowledge of how major international actors inter-relate, at EU and global levels;
- Possibility to attend workshops, lectures, training sessions and other events within and outside of EPD;
- Valuable experience for future career opportunity in Communications, Events Management, Policy Research and Advocacy jobs within NGOs, nonprofit organisations or any small- to mid-size organisation;
- The trainee has to be based in Belgium.

Candidates must be entitled to work in Belgium;

### Application procedure

Interested applicants should send a CV and the application form, which can be downloaded from the job offer page [here](#), together in one document to [jobs@epd.eu](mailto:jobs@epd.eu) by **23 November 2023 (23:59 CET)**.

Please return your application in one PDF document with the following name: "LAST NAME - FIRST NAME - Research Assistant - Application".

Interviews will take place at the end of November 2023, with an expected start date at the beginning of December 2023.