

THE URBACT EUROPEAN PROGRAMME SECRETARIAT IS LOOKING FOR A CAPACITY BUILDING INTERN

The URBACT Programme

URBACT is a European programme that facilitates exchanges between cities to promote sustainable urban development. It enables cities to work together to build solutions to the major urban challenges they are facing today. It asserts that cities have a key role to play in tackling the increasingly complex issues in European societies. It helps cities to develop trailblazing, pragmatic, long-term solutions that address the economic, social and environmental aspects of urban development within network of cities. This programme also shares good practices and lessons learned from exchanges with all city professionals across Europe.

Description of the Internship

Networking and Capacity Building projects and activities are a strategic pillar for the URBACT programme, the objective of which is for urban practitioners to increase their knowledge and capacities in relation to integrated approaches to sustainable urban development, in order to operate in a more effective and efficient manner. The Project and Programming Team is, among other tasks, responsible for Capacity Building activities (organisation of training sessions, online seminars, design of tools and guidance) within the secretariat and is seeking **an intern who is interested in sustainable urban development in a European exchange and learning context.**

Under the responsibility of the Head of Unit and reporting directly to the Capacity Building Officer, the intern will contribute to the implementation of programme level capacity building activities including the following main tasks:

Main tasks

- **Assist with the coordination, organisation and follow-up of the delivery of capacity building actions:** a [URBACT Summer University](#) will be organised late August 2023 for the Programme beneficiaries. It will be one of the Programme's focuses in terms of Capacity-building in the 1st half of 2023. The intern will be highly involved in the design, logistical organisation and reporting of this project. Prior to universities, training sessions for involved trainers ("Train the Trainers") are also usually organised.

In the lead-up to the University 2023, the URBACT Secretariat is also undertaking capacity-building activities related to the URBACT IV cross-cutting priorities, i.e. **Green, Gender and Digital**. In particular, activities will be developed for the Green and Digital priorities. These activities will feed in the University. It is therefore expected for the intern to be involved in the coordination and follow-up of these activities as well. Related tasks may include the participation to dedicated meetings and organisation of online trainings.

- **Assist with the curating and animation of the [URBACT Online Toolbox](#),** which is an online repository for Capacity-Building material and tools, in liaison with the Communication & Capitalisation unit, as well as providers involved in this project.
- **Assist with the Communication around Capacity Building activities,** in liaison with the unit in charge of Communication within the Secretariat, i.e. updating website with news on Capacity Building activities, writing articles/news when relevant.
- **Assessment and reporting on delivered URBACT Capacity Building activities** through the creation of evaluation forms, surveys and the statistical analysis of collected data.

- **Assist with the definition of capacity building needs** of beneficiaries through surveys and follow-up of networks' activities.
- **Research and monitor capacity building and training policies** and tools developed outside of URBACT for urban practitioners and policy-makers.

Profile

- Interest in urban development as well as in European affairs and cooperation;
- Excellent written and spoken English;
- Working knowledge of French;
- Very good planning skills, ability to work under pressure and to meet deadlines, ability to work independently;
- Open-minded, cooperative, solution-oriented and team-oriented person;
- Attention to detail;
- Interest in project data and analysis;
- Comfortable with online collaborative tools and computer-savvy (MS Office, graphic design and photo editing software etc., is an advantage.);
- Possibility to travel in Europe¹

Additional Information

Duration and starting date

6 months, ideally starting **late March- early April 2023**.

Internship conditions

Internship must take place within a training programme. An internship convention will be signed between URBACT, the school/University and the intern.

Internship allowance will be around 560€ per month + 50% of local transport costs.

Workplace

URBACT Secretariat
20 avenue de Ségur,
75007 Paris

To apply

CV + cover letter (in English or in French) exclusively by email to:

t.picquart@urbact.eu and c.gravier@urbact.eu

Deadline for applications: 7th February 2022, 18.00 CET

¹ Candidates are invited to check with their universities that they are allowed to travel in Europe and to confirm this in their cover letter.