



BRITISH CHAMBER
OF COMMERCE | EU & BELGIUM

THE ESSENTIAL BRIDGE FOR EU-UK BUSINESS

Internship Programme - EU Events Officer

We are looking for your talent to support us in creating an inside track to top EU policy makers for our members. You will collect valuable information, insights and provide practical support to organise events that are highly valued for their content and networking opportunities. If you have a strong interest in event organisation and in EU affairs, you are an excellent communicator and would like the opportunity to work in an English-speaking business environment for a year, while developing your French speaking skills living in Belgium, we hope to hear from you soon!

After a long period of remote and hybrid working, we are now primarily office-based but can offer flexible working where appropriate. We offer our comprehensive events programme primarily as in person events but also on virtual platforms.

Key responsibilities

🌀 Event Management/Programme Support

- Effectively interact with our stakeholders about specific EU topics, understanding their objectives and policy interests and how to achieve those proactively, creatively and effectively through the activities of task forces;
- Support the Communications & Information Manager and the Business & Events Manager with the development of the EU Policy Hub in the overall chamber value proposition through the Committee programme;
- Research about ongoing EU policy and the EU agenda;
- Coordinate different projects simultaneously, setting priorities efficiently;
- Communicate with internal and external stakeholders before/during/after an event to ensure a smooth event delivery;
- Liaise with confirmed speakers and sponsors as necessary in event preparation;
- Manage all event logistics using several virtual event platforms (e.g. Zoom, MS Teams);
- For in person events work with the Events Manager to support all necessary event & project logistics, including (but not restricted to): room set-up, catering, registration process, post-event follow-up, etc.

🌀 Marketing and Communications

Support the Communications & Information Manager and the Business & Events Manager as follows:

- Update online marketing tools such as the events' website, CRM, weekly newsletter;
- Share the title and the topic angle for social media campaigns;
- Keep our online events management system and events website updated at all times;
- Upload the events report on the event's website and share on the social media channels.

🌀 Committee and Administrative Support

- Provide admin support to some EU Policy Committees, scheduling meetings, taking minutes and ensuring follow up of actions.
- Assure a general administrative follow up of your activities via our CRM system as well as a professional follow up of emails and production of weekly updates.

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Key learning points in the role

- Exposure to a broad spectre of industry sectors and EU institutions;
- Engagement with the senior policy stakeholders and the international business community in Belgium and the UK;
- Insights into the inner workings of a corporate membership organisation and how to create and deliver client value;
- Hands-on experience with the organisation of policy events and related campaigns;
- Opportunity to join a great variety of EU briefings and general networking events hosted by the chamber;
- **A unique platform to build your skills and business knowledge for your future career.**

Your Profile

- **Right to live and work in the EU without requiring a work visa, either through nationality or acquired under the Withdrawal Agreement.**
- At least a 2nd year of a bachelor's degree in a relevant discipline (European/International Relations, Politics etc.) and your academic background drives a strong interest in these topics;
- Capacity to multitask, very good organisational and time management skills;
- Excellent research skills;
- Excellent oral and written communications skills;
- You easily reach out to others, and can adapt to different environments;
- Ability to transform ideas into concrete solutions;
- You are computer savvy and embrace online and social media as key tools to create visibility;
- Proficient with the MS Office Pack and experience in working with a CRM is a plus;
- Excited about gradually taking on more responsibility and autonomy;
- Native/near as English speaker, with excellent writing skills. French (Dutch) is not required, but you will probably enjoy the opportunity to practice when living in Brussels;
- Like all of us, a strong believer in the multiplier effect of team efforts.



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Details

Start date: July 18, 2022

End Date: July 28, 2023

Duration: 12 months

Compensation: This is not an employed position but is an internship as part of a full-time education program (normally a first degree). Students will receive a monthly cost of living allowance of €600 per calendar month. The student should also secure additional financial assistance from another source (for example Turing or Erasmus). The cost of living is low in Brussels compared to other big European cities. A student room including costs (energy, Wi-Fi etc.) will cost approximately €350-550 pcm.

Contact person & line manager: Anna Carle, Communications & Information Manager

Location: Our offices are centrally located at Boulevard Bischoffsheim 11, 1000 Brussels, next to Madou metro station.

About the British Chamber

The British Chamber gives its members the business, policy and personal connections to boost their presence in the heart of Europe.

We organise over 100 events a year covering multiple industries, from high level strategy through to technical legislative dossiers. This includes off-the-record briefings with senior decision-makers from the EU institutions & member states. Through our EU Policy Hub and various policy Committees we create a forum to meet policymakers and hold close dialogue with the EU institutions and other members with specialist knowledge. Through our UK-EU Relations Committee we are bringing together key actors in the future UK-EU relationship to support our members in their policy and business activity. Our Business in Belgium Committees support businesses and connect with key policy makers in Belgium. In all our activities we work for our members to support and grow their businesses.

With our international membership, we are an award-winning organisation which is continually growing in membership and reach. This success, we believe, is due to our focus on delivering content in a dynamic and welcoming environment that promotes debate and engagement.

In 2015, 2016, 2019 and 2020 the chamber was accredited with the quality internship label by InternsGoPro as an employer who has shown a commitment to providing quality internships for young professionals.

For more info, please visit <http://www.internsgopro.com/en/home/>

To apply:

If you are interested to take part in the British Chamber intern programme for the EU Events Officer Internship, please send your CV and motivation letter to admin@britcham.eu. We kindly ask you to not contact the office directly.

The closing date for applications is Friday May 20th.