

PAID TRAINEESHIP

CFJ-EN Communications Assistant (M/F/X)
6 months | 1 March 2025 – 31 August 2025 | Full Time (100%)

Context

The **Child Friendly Justice European Network (CFJ-EN)** is a network launched in April 2019 by **Defence for Children International Belgium (DCI Belgium)**, in partnership with other sections of Defence for Children International in Europe. The CFJ-EN brings together organisations from civil society and academia with expertise in child-friendly justice. As of 1 January 2025, the network comprises 36 members across 21 European countries. Through its members, the CFJ-EN coordinates efforts across Europe to promote high-quality standards, innovative approaches and harmonised practices for children in contact with the law. The network's overarching goal is to accelerate the practical and effective adaptation of justice systems to meet the needs and uphold the rights of children at local, national and regional levels.

Main Tasks

DCI Belgium is seeking a trainee for the CFJ-EN to assist in implementing its communication strategy. The role involves supporting the CFJ-EN Coordinator and Operational Team, with a particular focus on managing day-to-day communication tasks, including:

1. Publishing the CFJ-EN newsletter

Objective: Compile resources and data for the bi-monthly newsletter

Key tasks:

- Update and maintain the newsletter contact list
- Design and publish the newsletter
- Analyse subscriber engagement

Deliverable: Bi-monthly newsletter

2. Providing communications support for the 2025 annual seminar

Objective: Assist with communications leading up to, during, and following the seminar (the CFJ-EN's big annual conference)

Key tasks:

- Collaborate with team members to prepare social media posts
- Create and update the seminar webpage
- Participate in coordination meetings with the seminar organising team.

Deliverable: Updated seminar webpage

3. Assisting with CFJ-EN publications

Objective: Assist with the publication of our Handbook and Storybook publications

Key tasks:

- Liaise with graphic designers to prepare and format publications.
- Ensure that publications align with organisational standards
- Use Canva to design short documents (e.g. annual report)

Deliverables: Annual Report, Policy Brief.

5. Updating the CFJ-EN website

Objective: Keep the website up to date and improve its content.

Key tasks:

- Update website pages and create new pages when required
- Optimise images
- Prioritise and improve SEO
- Review the site and suggest improvements (titles, content, consistency)
- Fix content errors and typos
- Fix basic technical errors
- Analyse website traffic

Deliverable: Updated website

5. Managing our social media pages

Objective: Communicate about the Network and its members' activities via LinkedIn, Instagram and Facebook.

Key tasks:

- Create and schedule posts based on inputs received from the team
- Monitor feedback from followers and respond to messages and comments
- Strengthen CFJ-EN's social media presence and manage feeds
- Review social media tools and suggest improvements in content and consistency
- Analyse user engagement and seek to improve it

Deliverable: Social media posts

6. Supporting the Coordinator on an ad-hoc basis

Objective: Provide additional assistance to the Coordinator as needed.

Key tasks:

- Communicate with members as required

About DCI Belgium – International

Defence for Children International Belgium is a local and independent NGO founded in 1991. Since 1992, the organisation has been a member of the global DCI movement. DCI-Belgium focuses on key areas within the broader mission of the DCI movement to promote and defend children's rights. Its primary efforts centre on violence against children, deprivation of liberty, child justice, children in migration, and child participation. DCI-Belgium conducts action research (combining documentary and field studies), provides professional training, develops continuing education tools and activities, supports strategic litigation, and engages in advocacy.

For more information about CFJ-EN's activities, visit: www.cfjnetwork.eu. For more information on DEI-Belgium's activities, visit: www.dei-belgique.be.

Terms of Employment

- **Contract type:** The position is offered as a **CIP (Contrat d'insertion professionnelle)**. For details about the CIP system, visit: <https://www.actiris.brussels/media/5dgdles3/em-convention-d-immersion-professionnelle-h-E33292CC.pdf>
- **Start date:** Ideally no later than 1 March 2025
- **Duration:** 6 months
- **Working hours:** Full-time (100%)
- **Location:** Brussels (DCI-Belgium premises), with the possibility of working from home within Brussels one day per week.

Compensation and Benefits

- **Salary:** 1100 EUR per month
- **Additional benefits:**
 - Partial reimbursement of transport costs (30 EUR).
 - Teleworking allowance (30 EUR)
- **Professional development:** Opportunities to attend events, webinars and training related to topics covered by DCI-Belgium
- **Leave:** Two days of leave per month worked

Candidate profile

- **Education:** Bachelor's or Master's degree in communication, journalism, social sciences, criminology, or law
- Knowledge of and interest in human rights issues, particularly children's rights and justice for children, is an asset
- Proficiency in social media and programming tools

- Excellent oral and written communication skills in English and French, with an excellent command of spelling and grammar
- Familiarity with IT tools is a plus, including:
 - Hootsuite, Brevo, Google Analytics, WordPress, Joomla or other CMS, OVHCloud
 - Microsoft Office Suite
 - Layout and graphics tools such as Canva, Adobe Illustrator, Photoshop, Lightroom and InDesign
- Sensitivity to working in an NGO environment, taste for networking
- Ability to work independently and as part of a team
- Proactive, motivated, creative, eager to promote CFJ-EN's objectives
- Adheres to CFJ-EN's child protection policy
- Legal right to work in Belgium

How to apply

To apply, please submit your complete application **in a single PDF document** by email to info@cfjnetwork.eu, with the subject line: "CIP CFJ-EN Application – [Your Name]" by **11 February 2025 at 5:30 PM**.

Your application must include:

1. CV in English
2. Cover letter in English, including your availability
3. Copy of your degree certificate
4. Name and contact details of two referees

Important Note: This paid traineeship is not eligible as part of a study programme. The selected candidate will be required to sign DEI Belgium's Child Protection Policy and provide a Certificate of Good Conduct and Morals (extrait de casier judiciaire). DEI Belgium is an inclusive organisation that values and promotes diversity within its teams.