

INTERSHIP POSITION: COMMUNICATION

at the Joint Secretariat of the Danube Transnational Programme in Budapest (Hungary)

The Danube Transnational Programme and its communication

The Danube Transnational Programme is a financing instrument of the European Territorial Cooperation (ETC), better known as Interreg. ETC is one of the goals of the European Union cohesion policy and provides a framework for the implementation of joint actions and policy exchanges between national, regional and local actors from different Member States. Cooperation programmes are primarily designed for further territorial integration through enhanced cooperation in specific policy fields.

The Danube Transnational Programme comprises 14 countries (Austria, Bulgaria, Croatia, Czech Republic, Hungary, Germany – Baden-Wuerttemberg and Bavaria, Romania, Slovakia, Slovenia, Bosnia and Herzegovina, Moldova, Montenegro, Serbia and Ukraine – partly).

The Danube Transnational Programme 2014-2020 (DTP) supports transnational cooperation projects between partners that promote economic, environmental and social development by elaborating joint solutions, concrete outputs and results enabling further implementations such as further initiatives and investments.

The programme focuses on four thematic priorities:

1. Innovative and socially responsible Danube Region (foster eco-innovation, knowledge transfer, cluster policy, social innovation and skilled entrepreneurship including technological and non-technological innovation aspects)
2. Environment and Culture responsible Danube Region (preserve and manage the diversity of natural and cultural assets, maintain major ecological corridors along river systems, disaster prevention and disaster management)
3. Better connected Danube Region (improve regional connectivity to the TEN-T network, environmentally-friendly transport systems, regional energy planning and –coordination)
4. Well governed Danube Region (strengthen multilevel- and transnational governance in areas with major societal challenges, more effective governance of the EUSDR and complex transnational project development)

Target groups are regional and local authorities, development agencies, universities and research institutes, chambers of commerce, innovation centers and other relevant actors in the field of innovation, economic development, environment, transport, energy and institutional capacity as well as stakeholders and governance of the EUSDR.

The implementation of the programme is coordinated by joint structures: Managing Authority (MA) and Joint Secretariat (JS) set up in Budapest, Hungary. The Joint Secretariat (JS) is in charge of the technical implementation of the Programme, including the communication activities. It supports the Managing Authority in programme coordination and implementation.

More information about the Danube programme is available in the following link:
<http://www.interreg-danube.eu/>

The programme communication activities for the period 2014-2020 are detailed in a Communication Strategy:

<http://www.interreg-danube.eu/relevant-documents/programme-main-documents>

In 2016, the main activities on communication will be:

- The organisation of the first thematic annual event of the programme in Bucharest, 29/09/2016
- The organisation of a workshop in the framework of the 5th EUSDR Forum (EU Strategy for the Danube Region) in Bratislava, 3-4/11/2016
- The organisation of a seminar addressed to all Lead Partners of the projects approved within the 1st call for proposals in Budapest, Autumn 2016
- The organisation of a seminar addressed to potential applicants to the 2nd call for proposals in Budapest, Autumn 2016
- The design of a DTP Communication Toolkit for approved projects based on a previous document
- The preparation of the Communication training addressed to approved projects to be organised in January 2017

Main tasks of the intern

The programme offers an intern position for the support of the communication officer in the implementation of these and other communication activities.

- Support in the organisation of the above-mentioned events
- Support in the design of the Communication Toolkit for projects
- Support in website and social media updates and developments
- Support in other communication tasks (e.g. internal and external newsletters, visual identity checks, etc.).
- Support the JS in tasks related to the implementation of the programme

Required qualifications and skills

The person applying for the intern position shall fulfil the following requirements:

- Being citizen of an European Union country
- Fluent in spoken and written English
- At least three years of undergraduate studies at University level on Communication, Journalism, European studies, Public Relations, Spatial development or related fields
- Knowledge of European regional policy and enthusiasm for European affairs
- Good computer knowledge in MS-Office (especially in Word, Excel and Power Point)
- Internet literacy
- Experiences in website management (CMS) and illustration programmes (e.g. Photoshop, Microsoft Illustrator/Picture Manager) is very welcomed
- Capacity to work independently
- Service-oriented and friendly attitude
- Cooperative and team-oriented way of working

Terms and conditions

- The internship will take place in Budapest (Hungary) and normally last 6 months (3+3)
- It could be part of the student's obligatory curriculum (official certificate will be provided by the Ministry for National Economy of Hungary - hosting institution of the Danube Transnational Programme- to be recognised by the intern's university) or part of any other scheme (e.g. Erasmus + programme for traineeships)
- No remuneration neither travelling costs to and from Budapest will be allocated to the intern but an official contract will be signed with the Ministry for National Economy of Hungary
- The general weekly working time is 35 hours per week (M-Th from 9 to 16:30 and Fridays from 9 to 14:00) including a lunch break
- Approximate starting date of assignment: June 2016
- Ideally, the intern should be available until the end of 2016. (S)he must confirm her/his availability and starting date

Applications

- Candidates are invited to submit a cover letter in English and a curriculum vitae in European format (further documents upon request only)
- Applications should be sent by e-mail, reference "Internship" to the Joint Secretariat of the Danube Transnational Programme under the address info@interreg-danube.eu until 19th May 2016.
- The JS will make telephone/skype/in-person interviews on May 2016 with the candidates who are shortlisted. Please indicate your email address and telephone number.