



Post: Intern, China & Asia Programme
Reporting to: China & Asia Programme Coordinator, China & Asia Senior Policy Fellow
Location: London
Deadline for Application: 6 September 2013 13:00 UK Time
Interviews To Be Held: 11-12 September 2013
Start Date: As soon as possible
Duration: 6 months, full time

Background to appointment

The **European Council on Foreign Relations (ECFR)** is a pan-European initiative which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy.

- **A pan-European Council.** ECFR has brought together a distinguished Council of over one hundred Members – politicians, decision makers, experts and business people from all over Europe.
- **A physical presence in the main EU member states.** ECFR, uniquely among European think-tanks, has offices in Berlin, London, Madrid, Paris, Sofia and Warsaw. Our offices are platforms for research, debate, advocacy and communications.
- **A distinctive research and policy development process.** ECFR has brought together a team of distinguished researchers and practitioners to advance its objectives through innovative projects with a pan-European focus. ECFR's activities include primary research, publication of policy reports, private meetings and public debates, 'friends of ECFR' gatherings in EU capitals and outreach to strategic media outlets.

For more information: www.ecfr.eu

Responsibilities

- Support the China & Asia Programme's advocacy and outreach activities in the UK and abroad (organisation of events, distribution of publications, coordination of agendas and travel schedules).
- Support the China & Asia Programme's fundraising efforts (budgeting, drafting grant applications, financial reporting, and researching potential funders).
- Help uncover, process and analyse research data. Write pithy internal briefs on a variety of Asia-related topics – often on a short notice.
- Help identify and liaise with relevant policy, advocacy and think-tank contacts and contribute to the development of the programme's contact database.

- Help develop the China & Asia programme's media outreach towards journalists, and keep track of the China & Asia Programme's media work. Look after the relevant parts of the website, and make proposals for innovation.
- Help ensure that ECFR's national offices are effectively included in Asia-related projects.
- Other general responsibilities as may be reasonably requested.

Experience

- University degree in IR, political science, economics, European public policy, and/or Chinese studies or equivalent.
- Demonstrated knowledge and interest in Asian current affairs. As our research fields range from pan-Asian security to European FDI inflows, you should be ready take on an array of topics.
- Excellent quantitative and qualitative research methods with systematic approach to data collection.
- First-rate written and oral communication skills with a very high standard of English. Proficiency in Chinese or other Asian languages is a plus, as is knowledge of French (as part of the programme is based in Paris) and other European languages.
- Highly IT proficient, incl. Excel coding. Lay-out skills are a plus.
- Good knowledge of the EU (relevant internship in an EU institution or foreign affairs ministry is an asset).
- Familiarity with a high-paced office environment.

Person Specification

- Flexibility, proactivity, and the ability to multi-task.
- Good organizational skills and eye for detail.
- Ability to work independently and as part of a multinational team, and to develop effective relationships.

ECFR Internship Offer

The position is unpaid, and the candidate will qualify as a volunteer worker according to the National Minimum Wage Act 1998. ECFR will provide lunch vouchers of £5 per work day and reimburse work-related travel expenses within London.

The successful candidate will acquire significant experience in research, advocacy, fundraising and other work functions at a major pan-European research institution, and have access to relevant meetings and all ECFR publications.

TO APPLY:

Please send a one page covering letter (with ref: **ECFR China & Asia Intern** in the subject line) and your CV to: recruitment@ecfr.eu. Please restrict your CV to no more than two pages of A4. Please state your citizenship and status with respect to living and working in the UK.

PLEASE NOTE:

- No phone calls please. Due to the large volume of candidates applying for positions within ECFR, we will unfortunately only be able to respond to your application if you have been shortlisted for the role.
- **Strictly no agencies.**
- ECFR is an equal opportunities employer.