

**Role:** Policy & Advocacy Trainee

**Location:** Based at FEBA's head office in Brussels

**Contract period:** Traineeship (6 months) starting in January 2026

**Reporting to:** Policy Department

**Stipend:** Competitive traineeship allowance and benefits

## Summary

The European Food Banks Federation (FEBA) is dedicated to supporting Food Banks across 30 European countries in their mission to alleviate hunger and reduce food waste. As a leading NGO in Belgium and Europe, FEBA strives to create sustainable partnerships and mobilise resources that empower FEBA Members to deliver impactful results.

As a Policy & Advocacy Trainee at FEBA, you will play a crucial role in supporting our organisation's efforts of policy monitoring, research, stakeholder engagement, and advocacy initiatives related to EU food, social, and environmental policies. You will work with our Policy & Advocacy team. This role offers a unique opportunity to gain hands-on experience in policy and advocacy at the European level.

## What we offer

- A hybrid work model – up to two days of remote work per week.
- The opportunity to join a dynamic and international team.
- A tailored training programme.
- An opportunity for professional growth and learning in a non-profit setting.

## Responsibilities

- Supporting the Policy & Advocacy team in monitoring, analysing, and reporting on key EU legislative and policy developments related to food waste, food donation, social policies, circular economy, and environmental sustainability.
- Conducting research and drafting policy briefs, position papers, and reports to support FEBA's advocacy towards the EU institutions.
- Evaluating and scrutinizing the agendas, legislative proposals, and decisions from key EU bodies such as the European Commission (DG SANTE, DG ENV, DG AGRI, DG EMPL), the European Parliament (AGRI, ENVI, EMPL Committees), and the Council of the EU.

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- Assisting in stakeholder engagement by helping to establish and maintain contacts with key Members of the European Parliament (MEPs), EU officials, and relevant industry and NGO representatives.
  - Supporting the organization of policy-related meetings, webinars, and events, including preparation of materials and follow-up actions, as well as broader overarching network-wide events.
  - Drafting articles, newsletters, and website content to enhance FEBA's visibility in EU advocacy and policy circles.
  - Contributing to the management of social media and communications related to policy and advocacy work.
  - Performing various administrative and logistical tasks as needed.

## **Profile**

### Qualifications

- University degree or relevant academic background in International Relations, Political Science, European Studies, Law, Environmental Studies, Social Policy, or related fields.
- Students currently enrolled and requiring a curricular traineeship are not eligible for consideration.
- Strong interest in food systems, food waste prevention, social policies, and EU policymaking.
- Good understanding of EU institutions, policy-making processes, and stakeholder engagement.
- Excellent research, analytical, and writing skills.
- Fluency in English (written and spoken).
- Strong organisational skills with the ability to work independently and manage multiple tasks.
- Excellent communication and interpersonal skills, with the ability to engage effectively in a multicultural environment.
- Proficiency in Microsoft Office.

### Desirable:

- Previous experience in EU institutions, NGOs, or public affairs is an asset.
- Knowledge of other EU languages (French, German, or others) is an asset.
- Familiarity with the work of Food Banks, food aid organisations or charities is an asset.

### Additional Requirements:

- Candidates must be entitled to work in Belgium and ideally should be based in Brussels.
- Willingness to occasionally travel abroad.

### **Diversity and inclusivity at FEBA**

At FEBA, we are committed to fostering a diverse and inclusive work environment where every team member is valued and empowered. If you are passionate about making a tangible impact in the fight against hunger and food insecurity across Europe, we invite you to apply for this opportunity.

### **How to apply**

Interested candidates are invited to send their CV (up to 2 pages) and cover letter outlining their motivation for applying (1 page) in PDF format to [recruitment@eurofoodbank.org](mailto:recruitment@eurofoodbank.org), with the subject line 'Policy & Advocacy Traineeship Application'.

The application deadline is **Thursday, the 18th of December, 23:59.**

***Applications will be reviewed on a rolling basis. Due to the high volume of applications, only shortlisted candidates will be contacted.***