

## YAP TRAINEESHIP PROGRAMME

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**Duration:** 6 months – 1 October to March 31.

**Description:** As a YAP Trainee you will learn how to:

- Keep track of legislative, political developments relevant to RECLAIM's mandate;
- Formulate and distribute compelling policy updates, legal analysis and advocacy materials;
- Build strong working relationship with officials, politicians, journalists and NGOs;
- Set and achieve fundraising target;
- Maintain an NGO digital presence.

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## Training schedule

### Job-related competencies: Policy and Advocacy

Underlying knowledge and skills	Training actions
Helps identifying advocacy opportunities.	Learns to collect information through various EU channels to monitor policy, political and regulatory developments effectively.
Helps developing stakeholder mappings	Learns how to use existing stakeholder mapping and gets an introduction to domestic politics in key Member States.  Learns about decision-making process at working level in the EU and in key Member States
Prepares contact lists of key audiences.	Learns how to automatize the building of contact and distribution lists using simple AI software.
Helps defining advocacy goals	Participates in all internal meetings between RECLAIM Director and its leadership where this is discussed, participates in meetings with umbrella NGOs.
Identifies relevant international networking opportunities and demonstrates ability to maintain effective, productive, and harmonious relationships with other NGOs	Gets to learn how pan-European networks and coalitions are built, including by participating in meeting with NGOs

## YAP TRAINEESHIP PROGRAMME

<p>Demonstrates ability to tailor advocacy messages to different contexts and audiences</p>	<p>Mentor teaches how to tailor advocacy messages based on origin, institutional culture, political orientation, and seniority of the advocacy target.</p> <p>Participates in most meetings between Director and EU-decision makers.</p> <p>Learns how to vulgarize complex legal and political issues.</p>
<p>Assists in the preparation and distribution of short advocacy and lobbying materials and legal analysis</p>	<p>Learns how to draw up short materials for legislative lobbying and regulatory advocacy (action alerts, letters, draft parliamentary and resolutions questions) and strategic litigation under the Director's guidance and supervision.</p>

Underlying knowledge and skills	Training actions
<p>Conducts basic policy and legal analysis</p>	<p>Conducts desk research under the mentor's guidance.</p> <p>Gets information about where applicable legislation can be found.</p> <p>Learns how to reformulate legal language and research into understandable language for the public at large.</p>
<p>Classifies research documentation</p>	<p>Learns the classification method for digital documents in RECLAIM</p>
<p>Retrieves data from public authorities through freedom of information requests.</p>	<p>Learns to file freedom of information requests (and appeals to decisions about those requests) to institutions.</p>

## YAP TRAINEESHIP PROGRAMME

Underlying knowledge and skills	Training actions
Contributes to coordinating coalitions of human rights activists, university professors, and lawyers	Learns to file and manage membership applications in umbrella organizations under the Director's guidance.
Contributes to achieve strategic collaboration with law firms via national and European pro-bono networks	Participates in all meetings between RECLAIM Director and external legal firms and reads and reviews pro-bono requests prepared by the Director.
Informs NGOs in Europe and outside about the legal and advocacy support offered	Learns how to convert legal language and concepts to practical use by NGOs
Takes notes and submits draft decisions for approval	Get an explanation of how minutes to meetings should be prepared and filed.

### Job-related competencies: fundraising and project management

Underlying knowledge and skills	Training actions
Contributes to preparation of grant proposals - including concept notes, budget, log frames, and working plans.	<p>Participates in all internal meetings between RECLAIM Director and RECLAIM's fundraiser and in external meetings between them and institutional donors [e.g. foundations]</p> <p>Checks grant proposals for completeness before submission to donor.</p> <p>Learns about documents' layout, formalities, and donors' expectations.</p>
Assists with basic procurement procedures – including drafting simple tenders and contributing to awarding processes	<p>Learns about procurement benchmarks in the non-profit sector and within RECLAIM</p> <p>Participates in all meetings of RECLAIM's Procurement Committee.</p>
Assists with donor management	Learns about key legal issues in grant agreements between NGO and EU donors

## YAP TRAINEESHIP PROGRAMME

	Reviews grant agreements' documentation and learns how to spot donor needs under her mentor's guidance and supervision.
Helps develop simple [advocacy] Monitoring and Evaluation benchmarks	Participates in all project design and project monitoring meetings.

### Job-related competencies: web design

Underlying knowledge and skills	Training actions
Ensures that the website and the social media feeds are up to date using basic web design tools such Canva and Wix.	Follows a course of web content writing and SEO fundamentals (20 hours, 4 weeks, off-house)
Produces simple sketches and digital artwork for social media and edits content for the website	Learns of RECLAIM Branding guidelines and the use of Wix and Canva.

## YAP TRAINEESHIP PROGRAMME

### Personal skills

Key skill	Description
Works carefully and accurately	Work according to standards and check quality
Can plan and organize	Taking the initiative and prioritising
Confidentiality	Appropriate handling of confidential information
Solid work ethic and professional demeanor	Ability to manage conflict and power differentials (notably class and race)
Autonomy	Dependance from supervisor is reduced