

Eurofound Traineeship Description	
<b>Job Area</b>	<b>Research - Social Policies Unit: Social cohesion and convergence</b>
<b>Job purpose</b>	<p>The trainee is a member of the Social Policies unit. The team deals with the living conditions and quality of life of different groups in society as well as in social cohesion and social convergence in the EU. In doing so, the unit analyses trends, impacts and consequences for different population groups in light of economic conditions, demographic change and social performances of Member States.</p> <p>The trainee will mainly provide support in the projects of the unit, (e.g.: investigating trends and drivers of societal fragmentation in Europe, monitoring economic and social disparities of Member States and regions in the EU, monitoring the impact of green and digital transitions on Member States and regions) as well as being involved in other research tasks where needs may emerge.</p>
<b>Main responsibilities</b>	<p>Typical responsibilities may include:</p> <ul style="list-style-type: none"> <li>• Contribution to literature review;</li> <li>• Contribution to draft research reports and blogs;</li> <li>• Preparing summaries as well as collecting and compiling relevant publications and policy documents.</li> <li>• Assistance in performing quantitative and statistical analysis;</li> <li>• Preparation of the dataset(s) and data analysis;</li> <li>• Assistance with analysis of cross-European datasets, including Eurofound and Eurostat datasets.</li> <li>• Preparation of slides for dissemination of Eurofound research;</li> <li>• Any other duty relevant to the role.</li> </ul>
<b>Desired Academic background</b>	University degree required and Masters degree desired in social science, statistics, economics or a related field with strong quantitative background.
<b>Desired Skills</b>	<ul style="list-style-type: none"> <li>• Genuine interest in policy-oriented research in the area of social cohesion, living conditions and EU social policies;</li> <li>• Fluent in English (including ability to write research reports) and another EU language;</li> <li>• Experience in conducting literature reviews and other forms of desk research (e.g. internet searches, screening of policy documents);</li> <li>• Ability to extract key information from longer text.</li> <li>• Ability to write clearly and good editing and drafting skills in English</li> <li>• Very good IT skills - particularly in Word, Excel and Outlook;</li> <li>• Very good numerical skills, ability to analyse and interpret data;</li> <li>• Experience with statistical software such as SPSS, Stata or R;</li> <li>• Attention to detail;</li> <li>• Discretion and confidentiality.</li> </ul>
<b>Expected learning outcomes</b>	<ul style="list-style-type: none"> <li>• To become familiar with the work of the EU Institutions and EU Agencies;</li> <li>• To deepen understanding of EU policy making in the social policies area, including living conditions and social cohesion;</li> <li>• To develop and enhance writing, editing and numerical/statistical skills;</li> <li>• To develop research knowledge and capacities in the fields of social policies;</li> </ul>

- To gather experience in working in a multi-cultural and multi-disciplinary team.
- Better understanding of how to connect research to policy.