

## PAID TRAINEESHIP OFFER

### CFJ-EN Research Assistant (M/F/X)

6 to 12 months – Starting July 2025 – Full Time (100%)

### Context

The *Child Friendly Justice European Network* (CFJ-EN) is a network launched in April 2019 by **Defence for Children International Belgium (DCI Belgium)**, in partnership with other sections of Defence for Children International in Europe. The CFJ-EN brings together organizations from civil society and academia which have expertise in the field of justice adapted to children. As of 30 May 2025, the network is made up of 36 members located in 19 countries in Europe. Through its members, the CFJ-EN considers it essential to coordinate its action across Europe to disseminate new quality standards, innovative approaches and to harmonize practices for children in contact with the law. The general objective of the network is therefore to accelerate the concrete and effective adaptation of justice systems to the needs and rights of children, at local, national and regional levels.

### Missions proposed

DCI Belgium is looking for a trainee for the CFJ-EN to support its strategic development, advocacy, dissemination and capacity building activities for network members. The person we are looking for will mainly be in charge of providing support to the CFJ-EN Coordinator, in particular for:

#### 1. Legal Watch - Research (20%)

**Objective:** To feed the network's activities, such as social networks, the Newsletter, the AGM and the annual seminar, as well as the handbook.

**Indicative tasks :**

- Analysis of the agendas of European institutions and presidencies
- UN legal watch
- Monitor judicial decisions and legislative advances
- Compile these resources in a file and inform the Coordinator and Communications Manager for publication on social networks and in the Newsletter.

**Key deliverable:** Excel file with news items

#### 2. Support for the CFJ-EN Newsletter (15%)

**Objective:** compile on a bi-monthly basis resources and data to be inserted in the Newsletter.

**Indicative tasks:**

- Monitor the latest news on child justice in Europe and internationally.
- Monthly input into the database used to compile the Newsletter
- Support the Communications Manager in updating the Newsletter contact file and in the Newsletter publication phase.

**Key deliverable:** Resource file updated on a monthly basis

### **3. Technical Support to organise the 2025 annual seminar (30%)**

**Objective:** support development of seminar working documents + reporting support

**Indicative tasks:**

- Collaborate with all members of the operational team to draft the working documents and the final report of the annual seminar.
- In collaboration with the coordinator's advocacy officer, develop an advocacy document following the annual seminar.

**Key deliverables:** advocacy document; seminar final report

### **4. Support for the finalisation of the CFJ-EN Handbook 2025 (20%)**

**Objective:** update the Handbook 2025 containing a compilation of resources on the theme of justice for children (projects, case law, doctrine, tools, ...)

**Indicative tasks:**

- Compile information already collected by network members and the operational team
- Assist in finalising the content of the document to be published
- Liaise with the communications manager and graphic designer for the layout of the handbook, prior to the annual seminar.

### **5. Update Resources page and website (10%)**

**Objective:** keep the Resources page of the website up to date and accompany the transition towards a new CFJ-EN website by providing the relevant content.

**Indicative tasks:**

- Accompany the process of moving websites
- Monitor new publications to be added to the Resources page.
- Progressively update the Resources page with new entries
- Review the site and suggest improvements (titles, content, harmonisation)
- Update list of courses on children's rights/children's justice

**Key deliverables:** updated Resources page and content for new website

### **6. Support for the Coordinator on ad hoc tasks (5%)**

**Objective:** provide ad hoc support to the Coordinator

**Indicative tasks:**

- Support for translation of short documents
- Communication with members as needed

## **About DCI Belgium – International**

**Defence for Children International Belgium** is a local and independent association founded in 1991. Since 1992, the association has been a member of the global DCI movement. If the DCI movement intends to promote and defend all children's rights, DCI-Belgium mainly focuses its action and attention on violence against children, deprivation of liberty, child justice, children in migration situations and participation of children. DCI Belgium conducts action research (involving documentary and field research), trains professionals, develops continuing education activities and tools, supports strategic litigation actions and carries out advocacy activities.

For more information on the activities of CFJ-EN, consult: [www.cfjnetwork.eu](http://www.cfjnetwork.eu) and on the activities of DEI-Belgique, consult: [www.dei-belgique.be](http://www.dei-belgique.be).

## Terms

- The person will be recruited as part of a **CIP (Contrat d'immersion professionnelle)**. For more information regarding the CIP system, consult: <https://www.actiris.brussels/media/5dgdles3/em-convention-d-immersion-professionnelle-h-E33292CC.pdf>
- We are looking for a person who can ideally start no later than early July 2025 for a period of 6 months, with a possibility to extend to 12 months
- We offer full-time work (100%)
- Place of work: Brussels (DEI Belgium premises). Possibility of teleworking 1 day per week.

## Compensation & Benefits

- Compensation: 1100 euros per month
- 2 leave days per month, for each completed month
- The trainee will benefit from partial reimbursement of their transport costs (STIB subscription)
- The trainee will be encouraged to participate in events, webinars and training on the theme offered by DEI Belgium.

## Required profile

- Person with a master's degree in international cooperation, law, social sciences, criminology
- Perfect command of English, both spoken and written, and French desirable at spoken level.
- Excellent command of IT tools (Word, Excel, Powerpoint, Social Networks)
- Dynamic, curious person who likes to take initiatives
- Knowledge about fundamental rights and the rights of the child
- Interest in the theme of children's rights in contact with justice systems
- The candidate must have the right to live and work in Belgium

## How to apply?

To apply, please send your complete application **in a single document in PDF format** by email to the address [info@cfjnetwork.eu](mailto:info@cfjnetwork.eu), mentioning in the subject of the email "CIP CFJ-EN Research Assistant Application – NAME first name" **no later than 18 June 2025 at 5:30 p.m.**

- **Your CV in English**
- **A cover letter in English, indicating your availability**
- **The contact details of 2 professional references**
- **Copy of your diploma**

*Important note: This paid traineeship cannot be considered as an internship as part of studies. The recruited person must sign the DEI Belgium Child Protection Policy and submit a Certificate of good conduct and morals. DEI Belgium is an inclusive organization and encourages the diversity of its teams.*