



EUROPEAN U R B A N INITIATIVE



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EUROPEAN URBAN INITIATIVE Permanent Secretariat

1 year Apprenticeship (renewable)
Intergovernmental Cooperation Unit
Lille (France)

Exclusive to students currently enrolled in a university degree programme in a French institution.

JOB DESCRIPTION:

Reporting to: Head of Unit for Intergovernmental Cooperation

Tasks and responsibilities related to the Urban Agenda for the EU

1. Provide assistance in the **general organisation and implementation of the UAEU**.
2. Provide assistance with the **operationalisation of services** (processes and tools), such as:
 - File and data management
 - Indicators and monitoring management
 - Website improvement
 - Event and meeting preparation/support (materials, processes, logistics)
 - Printing and preparing materials
 - Managing the UAEU inbox
3. Provide assistance with **administrative, procedural, and operational aspects linked to the work of the UAEU Partnerships**.
4. Provide assistance in **communication activities** (written, oral, digital) related to the UAEU, such as social media posts, email campaigns, newsflashes, and newsletters.
5. Contribute to **day-to-day support** activities.
6. Provide assistance with **other additional and operational tasks** related to the UAEU, if required.

Tasks and responsibilities related to the Urban Contact Points

1. Provide assistance in the **general organisation and implementation of UCP network**.
2. Provide assistance with the **operationalisation of the support** to the UCP network, such as:
 - File and data management
 - Event and meeting preparation
 - Contribution to the management of the UCP functional email address
3. Provide assistance in **monitoring UCP performance** and engagement, including UCP report analysis, UCP webpage analytics, mapping UCP participation at trainings and meetings, etc.
4. Provide assistance in **communication activities** as part of the support to the UCP network, such as:
 - Preparation of the UCP internal newsletter
 - Support the development of templates and guidance for UCP communication campaigns
5. Contribute to **day-to-day support** activities.
6. Provide assistance with **other additional and operational tasks** related to the UCP network, if required.

Additional Tasks and responsibilities

1. Additional tasks of relevance to the position if required

Please note that the role could evolve/ be adapted depending on the knowledge and skills of the applicant and the needs of the team.

LEARNING OUTCOMES:

During the apprenticeship, the apprentice will gain knowledge and understanding of:

- The process of implementing, conceptualising, and developing methods, procedures, services, and tools.
- The functioning of a secretariat and its role in supporting complex initiatives.
- Creative, effective, and efficient administrative and operational processes in a European institutional context.
- The structure, logic, and functioning of the European Urban Initiative (EUI) as a whole.
- The Urban Agenda for the EU, including urban policy, intergovernmental cooperation, EU institutions, public administration, and related topics such as capacity building, capitalisation, and innovation actions.
- The functioning and role of EUI Urban Contact Points (UCPs).
- EU institutions and urban policy more broadly, within the framework of multilevel governance and cooperation.

PROFILE OF THE CANDIDATE:

Candidates will be required to demonstrate the following competencies:

- Currently enrolled in a **university degree** programme in a French institution.
- Demonstrated professional **interest and motivation** to take on an assistant role, with a strong focus on administrative and operational tasks.
- Preferred **fields of study** include (but not limited to):
 - Public Administration, Project Management, or Business Administration
 - European Studies, European Policy, or Political Science
 - Urban Studies, Geography, or Social Sciences
- Strong **organisational and time management** skills.
- Genuine interest in working in a **multicultural, international, and multilingual environment**.
- **Clear and effective communication** skills.
- Good **computer literacy**, including proficiency in Microsoft Outlook, Word, Excel, and PowerPoint. Experience with the following tools is considered an asset: SharePoint, Miro, Drupal.
- **Excellent command of English**, both written and spoken.
- Interest in process and procedure development and/or secretariat support is an advantage, though not a requirement.
- Familiarity with EU institutions and policymaking processes is considered an asset but is not mandatory.
- **Ability to work collaboratively** as part of a team.

APPLICATION PROCEDURE

To apply, please send the following documents to recruitment@urban-initiative.eu by **Monday, 9 June 2025, 12:00 noon CEST**:

- Your CV
- A cover letter

Important: Include the job title ("Apprenticeship - Intergovernmental Cooperation Unit") in the subject line of your email. We will not consider any application sent beyond that deadline. Documents should be sent in English.

Shortlisted candidates will be invited to attend interviews which will either take place by video conference or in our offices located at 15 Rue du Palais Rihour, 59 800 Lille - France. Interviews are foreseen in the week of 23 June. Transport and accommodation costs will be reimbursed in compliance with the Initiative rules.

Due to the large number of applications expected, if candidates have not heard anything by the Secretariat after 14 days of the application deadline, they should consider they have not been shortlisted. We will not be able to provide further individual feedback at that stage.

Confidentiality

Candidates are reminded that the selection is confidential and that all requests for information in relation to the selection should be emailed to: recruitment@urban-initiative.eu.

Equal opportunities

Equal opportunities policy without distinction on the grounds of gender, race, religion or belief, disability, age or sexual orientation will be applied.

Terms and conditions of employment

- The apprenticeship is a temporary placement in a professional environment allowing students to acquire the professional skills related to their training.
- The student must be integrated into an academic programme in France.
- The duration is one year with possibility of prolongation.
- An agreement (under French law) will be signed between the apprentice, the teacher in charge at the teaching establishment and the manager at the GECOTTI-PE, on behalf of the Région Hauts-de-France, Entrusted Entity (EE) of the Initiative.
- The corresponding assignment is expected to start as soon as possible in September 2025.
- The apprentice will be paid according to the amount set by law.
- The apprenticeship place is located at the office based in Lille, France

Background

1. The European Urban Initiative

The European Urban Initiative is an essential tool to support cities of all sizes, to build capacity and knowledge, to support innovation and develop transferable and scalable innovative solutions to urban challenges of EU relevance. The legal basis of the European Urban Initiative is included in Article 12 of Regulation (EU) 2021/1058 of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund² (hereinafter 'the ERDF/CF Regulation') that provides for the main content and strategic framework of the initiative. The overall objectives of the EUI are

- (i) to strengthen integrated and participatory approaches to sustainable urban development, and
- (ii) to provide a stronger link to EU policies, and in particular to Cohesion policy.

The initiative is aimed to offer coherent support to cities to overcome the current fragmented landscape of manifold initiatives, programmes and instruments in support of cities under Cohesion policy. As part of its strategic approach, the EUI shall cover all urban areas, including large, small and medium-sized cities ('cities of all sizes') as well as functional urban areas. It shall support the Urban Agenda of for the EU, and upon request from one or more Member State(s), the EUI may support the intergovernmental cooperation on urban matters. In this context, the goal is to generate additional effective interconnections and synergies between the activities of the EUI and of the UAEU and the intergovernmental cooperation.

For further information please consult: [European Urban Initiative | EUI](#)

2. The Urban Agenda for the EU (UAEU)

The Urban Agenda for the EU is an innovative multi-level governance initiative on urban policy, developed in the scope of intergovernmental cooperation on urban matters, and officially established by the Pact of Amsterdam in 2016. It enables cities, Member States, city networks, the European Commission, other EU institutions, the Union's advisory bodies, and other stakeholders to come together to jointly tackle pressing urban matters and deliver concrete outputs for the benefit of EU citizens. The Urban Agenda for the EU is boosting the role of cities in national and EU policymaking to better connect the EU with citizens' needs.

For further information please consult: [Urban Agenda for the EU | EUI](#)

3. The Network of Urban Contact Points

The Network of Urban Contact Points (UCP) is a single network of contact points in the Member States, operating in the national language(s), established by the European Urban Initiative with the following main objectives:

- To **increase** the number of urban policy makers and practitioners at local, regional and national level participating in the activities of the EUI and the UAEU and to strengthen the links between the EU, national, regional and local levels.
- To **improve** the knowledge base and capacities of urban policy makers and practitioners at local, regional and national levels in the field of sustainable urban development.
- To **encourage** stakeholders, managing authorities, intermediary bodies and Article 11 (and 7) cities to take advantage of the support and opportunities offered by the EUI.

Further information are available here: [Urban Contact Points | EUI](#)

THE ROLE OF THE PERMANENT SECRETARIAT

The Entrusted Entity of the European Urban Initiative is the Région Hauts-de-France based in Lille. The Permanent Secretariat assists the Entrusted Entity in the implementation of its tasks and responsibilities and acts as the first entry point for all urban authorities and stakeholders involved in the Initiative activities.