



## Internship at the Northern Periphery and Arctic Programme 2014-2020

The Northern Periphery and Arctic Programme is one of the European Union's transnational programmes aimed at encouraging and supporting transnational co-operation between the participating regions of Europe. It provides the opportunity for organisations from the programme area to work together on joint projects concerning common issues and problems.

The Northern Periphery Arctic Programme area shares many common features in terms of climate, sparsity of population, natural environment, complicated topography, culture and history. The overall aim of the programme is to encourage joint projects that address the priorities for co-operation shared by the participating countries. Through the exchange of knowledge and experience it is anticipated that some of the barriers to a more balanced development of the area can be overcome.

### Programme status

The Northern Periphery and Arctic Programme 2014-2020 started the implementation in early 2015 and is currently supporting 50 main projects and a number of minor preparatory projects.

At this stage, projects are completing their activities and submitting final reports focusing on what has been achieved and what impact the project has had within the partnership and on the programme area. One of the main tasks of the programme is to promote the results achieved by the projects and showcase their impacts in the programme area.

### Main tasks

In order to support the promotion and dissemination of the project results, the intern will work closely with the Programme Manager for Information and Communication in performing their task. This post may also be suitable for a secondment opportunity.

The tasks outlined are indicative of the main activities associated with the role of the intern.

- Collection, organisation and analysis of the Final Reports received so far, including the typology reports and Testimonials.
- Organisation of the information per partner country in order to populate the results' publication *NPA Maps of results*.
- Concept development of the Outcomes section on the programme website.
- Create a project video portfolio gathering all links to the videos created by the projects



- Create a photo gallery organising the programme pictures

Other relevant tasks in the NPA Secretariat may be assigned. These tasks will typically be related to the communication activities, the website and other online platforms, a database of project outcomes, and activities in connection with a cross-programme collaboration in the Arctic.

### **Person specification**

The successful candidate will preferably be a recent graduate and will preferably be from a university within the Northern Periphery and Arctic Programme area. They will ideally have lived in the programme area or have an understanding of the special conditions and challenges in the programme area. It would be an advantage to have some knowledge or experience of working with European regional development, or an interest in European programme management and project management.

Excellent communication skills, both verbal and written, are essential. The person should speak, read and write English fluently, be open-minded, and enjoy meeting and being in contact with new people.

The ideal candidate will have strong IT skills, and experience with creating online contents, including for social media.

### **What can we offer?**

As well as a rewarding and challenging task, the Northern Periphery and Arctic Programme will pay a moderate allowance of DKK 10.000 per month before tax for a period of 3 months, which includes 6 days of paid vacation. If not residing in Copenhagen, travel costs to Copenhagen are reimbursed. The terms of a secondment would be agreed with the NPA Secretariat.

All employment related costs will be covered by the NPA 2014-2020 and a subsistence allowance will be given when travelling outside Copenhagen, Denmark. There is an opportunity to join an employer subsidised lunch arrangement.

### **Location**

The position will be based at the Joint Secretariat's offices in Copenhagen, Denmark at the Nordatlantens Brygge, based in Christianhavn, Copenhagen. Further information about the offices can be found on the following website: [www.bryggen.dk](http://www.bryggen.dk)



### Contracting Period

The preferred contracting period is from 15<sup>th</sup> June – 15<sup>th</sup> September. The position is also suitable as a secondment with a more flexible contracting period.

### How to Apply

If you are interested in applying for an internship/secondment at the Northern Periphery and Arctic Programme 2014-2020:

- Please write a one-page cover letter describing your background and your career aspirations for the future in relation to the position.
- Send a CV describing your professional and educational background.

The above material should be sent to the Joint Secretariat inbox [secretariat@interreg-npa.eu](mailto:secretariat@interreg-npa.eu) with the subject "Internship 2019", no later than **31<sup>st</sup> May 2019**. The JS will carry out interviews in week .

If you have any questions concerning the position, please contact:

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Further background information on can be found on the NPA programme website: [www.inteterreg-npa.eu](http://www.inteterreg-npa.eu).