

## **GOVERNANCE AND COORDINATION UNIT (GAC)**

The **GOVERNANCE AND COORDINATION (GAC)** Unit is responsible for the Authority's governance, strategic planning and policy coordination, external relations and outreach to stakeholders, legal and communication activities. The Unit is structured around the following three functions:

### **Governance and Outreach**

- Secretariat to the ELA management structures (Management Board, Stakeholder Group and Executive Director)
- Strategic planning and policy coordination
- Coordination of horizontal projects and activities
- Multiannual and annual planning, monitoring and reporting of ELA activities
- Coordinate cooperation and relations with EU institutions, EU agencies and other bodies
- Coordination of outreach and engagement with social partners
- Internal governance and procedures

The Governance and Outreach trainee(s) will support the governance team in internal coordination and monitoring of ongoing activities. The trainee(s) will also support the secretariat function to ELA governing bodies.

### **Compliance**

- Legal advice on ELA operational activities
- Ensuring compliance of the Authority with applicable legal framework;
- Internal control system and coordination of audit activities
- Document management policy and oversight on implementation

The Compliance trainee(s) will support the legal officer in case law research in all relevant areas of the ELA mandate and support the research and analysis of legal queries in relation to ELA's administrative and operational activities.

### **Communication**

- Media/press relations
- ELA communication strategy and communication framework
- ELA publication and communication activities via number of channels (website, social media etc.)
- Preparation and coordination of EU wide awareness raising campaign on labour mobility
- Preparation of communication written, audio and video content

The Videography/photography trainee(s) will support and practice in real life setting photographing/videographing during meetings/events, editing video/photo, storytelling and creating materials for communication purposes (DSLR system camera, AdobeCC).

The Social/digital media trainee(s) will support social media posting, analytics, reporting and website updating using a CMS, preparation of dynamic posts for digital use (Canva, Adobe CC).