

Student Assistant to the Education Out Loud team

Position type:
Almindelig ansættelse

Deadline:
24-11-2025

Starting date:
12-2025

Do you have a broad set of coordination, IT, and administrative competencies? If you are enrolled in higher education and see yourself as committed to work a significant period of your study time? Are you motivated by being part of an international team that works to improve education for all? Then read about this meaningful student job with many different types of tasks, and how you can become part of an international confederation that works to fight inequality!

[Education Out Loud](#) (EOL) supports civil society organisations in shaping education policy to ensure the right to free, inclusive education to all, especially for the most marginalized communities. We promote inclusive, gender responsive and equitable national education policies and systems through enhanced civil society capacities and participation in social accountability and policy advocacy processes.

Managed by [Oxfam Denmark](#) and financed by the [Global Partnership for Education](#) (GPE), EOL is the biggest fund in the world for education advocacy with grants awarded to app. 80 organisations in more than 60 countries. Created in 2019, the EOL programme was extended to 2027 bringing the total funding of EOL to USD 133 million.

The EOL team consist of app. 30 staff members in five locations: a Global Management Unit (GMU) based in Copenhagen, and Regional Management Units (RMUs) in Senegal, Uganda, Nepal and Guatemala. As EOL student assistant, you will be part of the GMU team together with ten colleagues and one other student assistant.

Roles and responsibilities:

- Provide support to GMU colleagues in a wide variety of tasks related to admin, programme and communication
- Provide technical support in maintaining various databases such as BOX, the EOL intranet and learning platform, including managing a comprehensive database of EOL projects
- Support communication efforts, including website maintenance, assisting grantees in contributing to the EOL website, setting up expert meetings, and developing presentations and information material
- Assist in collecting and analyzing education policy related information from the countries and partners that we work with, including analysis and learning from grantee implementation
- Support in rolling out and operationalizing the EOL learning framework
- Provide assistance in maintaining EOL's database 'Minerva', guide EOL staff on document uploading/storing procedures, and aid in transitioning content from the current platform to a new one
- Engage in other daily ad-hoc tasks as needed and in coordination with the other EOL student assistant

In line with the evolving nature of EOL programme, responsibilities may be adjusted over the course of the employment.

Qualifications requirements

We are looking for a candidate that:

- May have experience with development or humanitarian issues – perhaps from staying abroad in a lower- or middle-income country setting
- Has solid analytical and IT-skills. Good Excel skills is a strong advantage. Knowledge of SharePoint and Teams is also highly relevant
- Has a broad set of competencies and enjoys being involved in different types of tasks
- Has skills and experience in documentation and written communication
- Is fluent in English. Knowledge of French, Spanish, Portuguese or Arabic would be an advantage
- Is motivated, responsible, curious, and able to work independently and as part of a team
- Is excited about being a part of an international confederation that works to fight inequality

We offer

- Preferred start date: as soon as possible
- Weekly working hours: 15 tp 20 hours per week excl lunch. We are flexible in relation to your study activities.

Location:

Education Out Loud v/Oxfam
Danmark / Lyngbyvej 100, b3 2,
2100 København, Danmark

- Salary and pension in accordance with the applicable collective agreement (HK/the state).
- The workplace is Oxfam Denmark's office at Lyngbyvej 100, 2100 Copenhagen Ø, in the new VOX building together with 10 other NGOs, close to Ryparken Station.
- We support a lunch scheme in the shared VOX canteen, where the food is predominantly vegetarian. Participation is voluntary (monthly DKK 175 at 2025 level).
- Health insurance as gross salary scheme, as well as free Tuesday yoga.

Application Process

Click on the Apply button and submit your application and CV to us as soon as possible and no later than 24 November 2025. We conduct interviews during the week of 24 November.

For further information about the position, please contact Martin Wolf Andersen, Deputy Team Lead, Education Out Loud, at mwa@oxfam.dk.

Please note that we do not accept applications outside of our recruitment system. We encourage everyone qualified to apply for the position – regardless of ethnic background, gender, sexual orientation, disability, religion or age. It is necessary that you are eligible for employment in Denmark.

In connection with your employment at Oxfam, you must sign Code of Conduct and Anti-Corruption policies, and we will also obtain your criminal and child abuse records.

About Oxfam Denmark

We have the world's best case and high ambitions. Oxfam Denmark is an independent and member-based development organisation. Through education, support for civil society and in collaboration with our partners, we fight inequality and poverty in the Global South.

Oxfam Denmark is part of the international Oxfam confederation of 21 organisations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 60 countries. All our work is led by three core values: empowerment, accountability, and inclusiveness.

In Denmark, we are a clear and significant player in the public debate on tax havens, increasing inequality, and the right to education.

You can read more about Oxfam Denmark on [About Oxfam](#)