

JOB DESCRIPTION

JOB TITLE: Political Assistant for Railways and Urban Public Transport
REPORTING TO: Political Secretary for Railways and Urban Public Transport
General Secretary
TYPE OF POSITION: full-time, fixed-term contract

Introduction

Upon the decisions taken at the Barcelona Congress in 2017, the European Transport Workers' Federation (ETF) embarked on a change process with the view to adapt its structure to serve better the needs of the affiliates and to achieve its renewed political objectives. Currently, a new structure has been implemented in maritime transport and aviation, while railways, urban public transport and road transport should follow in the course of 2020. This is the reason why we are looking for a fixed-term assignment for the position of a Political Assistant for Railways and Urban Public Transport until 31 December 2020. While we cannot give a guarantee of further employment at the ETF after this date, internal candidates have under current rules priority in applying for any future vacancies that will arise as part of the restructuring, including for example Policy Officer positions. Such promotion would of course also take into account the applicant's merit.

Key responsibilities

- Assisting the Political Secretary for Railways and Urban Public Transport in the daily work with policy and political expertise and advice
- Providing general political and policy assistance to ETF, working on cross cutting projects and programs
- Dealing with requests coming from Sections' members
- Developing and keeping good contacts with our affiliates, the ITF and the ETUC
- Drafting reports, circulars, documents and minutes of meetings and press releases (in close cooperation with the Communications Officer) in English
- Leading or facilitating ad hoc projects and initiatives
- Providing input for ETF's communication initiatives, like the ETF website, Facebook, social media etc.
- Political lobby work, working closely with the EU institutions
- Negotiating with employers' associations and other stakeholders
- Preparing documentation for meetings, actions, campaigns and publications where necessary
- Creating and maintaining file records, including electronic file records
- Creating survey databases, input data received and preparing analysis
- Dealing with routine incoming calls/correspondence/requests for information as appropriate
- Coordinating ETF participation in external bodies
- Attending meetings and ensuring follow up
- Assisting with preparation and implementation of EU co-funded projects

We are looking for a candidate with

- Strong interest in and expertise on transport, railways and urban transport policies and issues
- Political and advocacy skills
- Negotiating skills
- Graduate level education
- Excellent written and spoken English. Fluency in additional languages would be an advantage
- Good knowledge of Office software (Outlook, Word, Excel, PowerPoint, Internet Explorer...)
- Administration skills
- Good communication skills, ability to synthesize
- Strong organisational abilities
- Creative yet organized
- Ability to multi-task, identify priorities and meet deadlines
- Ability to react flexibly to new challenges and work independently, often under pressure, on specific dossiers
- Capability to integrate into a small and multicultural team
- Availability to travel regularly
- Previous experience in the EU or international environment (Trade Union Federations, NGOs, Institutions, etc), organising campaigns and public relations is desirable
- Commitment to trade unions' values

We offer

- A full-time contract until 31 December 2020 with a competitive package (salary, fringe benefits and extra-legal paid leave)
- A multidisciplinary and multicultural working environment
- Involvement in a variety of campaigns, projects and initiatives
- The office is located in the center of Brussels

Equal employment opportunity

ETF is committed to the principle of equal employment opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of applicants' merits and abilities.

Brussels, 4 March 2020