

## JOB DESCRIPTION

**JOB TITLE:** Policy officer for Aviation  
**REPORTING TO:** Head of Aviation and Operations  
**TYPE OF POSITION:** Full-time, permanent contract

### Introduction

*The team of the Civil Aviation Department within the ETF consists of the Head of Aviation and the Policy Officer for Aviation. It is furthermore supported by a dedicated Administrative Assistant and a Communications Officer. While the Head of Department leads the political work in the field of civil aviation, the Policy Officer is working in a number of areas fully autonomously. The aviation team is closely cooperating with other teams within the ETF Secretariat.*

### Key responsibilities

- Coordinating the activities of the Civil Aviation Section including all sub-sectors
- Supporting the work of the Head of Aviation and Operations
- Organising, attending and animating meetings and ensuring follow-up in close cooperation with the dedicated Administrative Assistant
- Researching on subjects relevant to aviation
- Being the direct point of contact for the affiliates and dealing with their requests
- Writing policy documents, reports, position papers and similar
- Coordinating the ETF participation in external bodies and representation of the ETF as requested
- Creating survey databases, collecting input and preparing analysis
- Submitting and implementing EU co-funded projects
- Informing and consulting the Section on political developments
- Representing the Civil Aviation Section in internal and external meetings
- Coordinating the ETF's work in the framework of the Sectoral Social Dialogue Committee for Civil Aviation
- Cooperating with other policy officers in the Civil Aviation Section and beyond
- Cooperating with the dedicated Communications Officer
- Designing and implementing campaigns related to aviation
- Liaising with the ITF civil aviation team

## We are looking for a candidate with

- Graduate level education or equivalent experience
- Experience in trade unions
- Expertise in aviation is a strong asset
- Fluent in English, any other European language is an asset
- Good communication skills, ability to synthesize
- High level of proactivity and flexibility to deal with complex processes
- Ability to work independently and in a small team
- Ability to work in a fast paced environment
- Good knowledge of Office software (Outlook, Word, Excel, PowerPoint)
- Availability to travel regularly

## We offer

- A full-time permanent contract 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, 3 June 2021*