



Policy Officer for Urban Transport and Mobility

Do you want to play a crucial role in emphasizing the ETF's strengths in Urban Transport and Mobility?

Why work for ETF?

- Do you want to be the voice of **5 million +** Transport Workers from **200 +** Transport Unions in **38** countries?
- Do you want to promote **equal opportunities** as well as **solidarity across borders**?
- Are you pro **Fair Transport**?
- Are you committed to **Trade Union values**?

Function

As the **Policy Officer for Urban Transport and Mobility**, you will play a **pivotal** role in coordinating **activities**, shaping **policy** and representing ETF in various **forums**.

Key Responsibilities

- **Coordination:** Coordinate the **activities** of the Urban Public Transport Committee including all sub-sectors and the ETF's work in the framework of the **Sectoral Social Dialogue Committee**.
- **Support:** Provide essential support **to the Head of Land transport, affiliates and the ETF Secretariat**.
- **Liaison:** Collaborate with **ETUC and other ETUFs**.
- **Company Networks:** **Launch and coordinate company networks** in collaboration with **relevant departments as well as ITF's networks and Secretariat**.
- **Meeting Management:** **Organise, attend and animate** meetings and **ensure effective follow-up in close cooperation with the dedicated Administrative Assistant**.
- **Research:** Carry out **research** pertinent to developing position papers and work.
- **SPOC:** Be a direct point of contact for **all affiliates, addressing their requests**.
- **Policy:** Draft **policy documents, reports, position papers, etc.**
- **Representation:** Ensure **ETF's participation** in external bodies, **representing ETF** when required.
- **Databases:** **Create** survey databases, collect **input** and prepare **analysis**.
- **EU Funding:** Submit and implement **EU co-funded projects**.
- **Collaboration:** Cooperate with both **ETF Departments and Communications Officers**.

Profile

- **Education:** Master's Degree.
- **Experience:** Minimum **4 years'** experience in **trade unions** is essential, with expertise in **urban transport OR membership organisations OR NGOs** considered strong assets.
- **Values:** Strong **commitment** to trade unions values.
- **Language Skills:** Fluent in **English**.
- **Communication:** Strong **communication and negotiation skills** with the ability to **synthesize complex information**.

- **Proactivity:** High level of proactivity and flexibility to navigate **through intricate processes.**
- **Teamwork:** Ability to work **independently and collaboratively** in a small team.
- **Adaptability:** Comfortable working in a **fast-paced** environment and dealing with emergencies.
- **IT Skills:** Proficient in **MS Office.**
- **Travel:** Willingness and availability to travel **1/2 times per month.**

Offer

- **Competitive Salary + Representation 110 € net and Internet at Home Allowance 30 € net, Meal Vouchers of 8 €, Mobile Phone + Subscription, Laptop, Group Insurance (6% of gross salary), Hospitalisation (Discounted rate for family), 100% Public Transport Reimbursement.**
- **25+ Paid Holidays.**
- Up to **2 days** teleworking/week.
- **34 hour week, flexitime.**
- Fulltime **permanent** contract.
- A **Multicultural Dynamic Team** of 22.
- Weekly **Team Meetings**, 1 – 1 **Coachings**, Trainings with **External Experts**, Yearly **Development Appraisals**, **Team Building** Events.
- European **Travel** (1/2 times per month).

Hiring process

- 1st Interview online with an **External Interviewer.**
- **Personality/Performance** Test followed by a Practical Assignment **relating to Urban Transport.**
- 2nd Interview in person with **Cristina Tilling, Head of Land Transport (your future line manager)** and **Josef Maurer, Head of Maritime and Operations** (ETF covers reasonable travel costs for non-Brussels based applicants).
- Decision within **a week** of the 2nd interview.

Application procedure

We invite any interested candidate to send a CV and a short motivation letter in English to Josef Maurer, ETF Head of Operations, at hr@etf-europe.org by **Monday 30 June 2025**. Only applications sent by e-mail will be considered.

Brussels, 28 May 2025