

## Traineeship for Railways Description

**Do you want to play a crucial role in developing ETF's involvement in Railways?**

### Why join ETF?

- Do you want to contribute to the voice of 5 million + Transport Workers from 200+ Transport Unions in 38 countries?
- Do you want to promote the interests of transport workers in Europe as well as solidarity across borders?
- Are you pro Fair Transport?
- Are you committed to Trade Union values?

### Key Responsibilities

- **Coordination:** Support the coordination of the activities of the Railways Section.
- **Support:** Provide essential support to the Head of the Land Transport Department, the Senior Policy Officer for Railways, affiliates and the ETF Secretariat.
- **Meeting Management:** Organize, attend, support meetings and ensure effective follow-up in close cooperation with the Senior Policy Officer for Railways and dedicated Assistant.
- **Research:** Carry out in-depth pertinent research related to Railways.
- **Policy:** Draft policy documents, reports, position papers, minutes, etc.
- **SPOC:** Be a point of contact for affiliates.
- **Representation:** Ensure ETF's participation in events, representing ETF when required.
- **EU Funding:** Submit and implement EU co-funded projects.
- **Collaboration:** Cooperate with other ETF Departments and Communications Officers.

### Your Profile

- **Education:** Master's Degree in EITHER Industrial Relations OR EU Law OR Political Sciences.
- **Values:** Experience and/or strong commitment to trade unions values.
- **Language Skills:** Fluent in English. Any other language is highly desirable.
- **Communication:** Strong communication skills with the ability to synthesize complex information.
- **Proactivity:** High level of initiative, independence and adaptability in order to work effectively in a small team.
- **IT Skills:** Proficient in MS Office.
- **Travel:** Willingness and availability to travel.

### Offer

- Compensation under a Belgian professional immersion contract of 1.056 €.
- Long traineeship of 6 to 12 months (exact duration to be discussed).
- Starting date: as soon as possible.



- Up to 2 days teleworking/week.
- Meal vouchers of 8 euros.
- Public transport subscription.
- 34 hours week, flexitime.
- A multicultural team of 25 persons.
- Dynamic workplace at the centre of Brussels.
- Weekly team meetings.
- European travels.