

VACANCY

Project Coordinator Property Services & Care sectors

Brussels, Belgium

Grade C - Full time position – Fixed term contract (3 years)

1. About UNI Europa, the European Services Workers Union

UNI Europa is a European trade union federation based in Brussels, which represents 270 trade unions with more than 7 million members throughout Europe.

UNI Europa's strategy is to build power for working people through strong unions and collective bargaining. We work towards a social Europe with quality jobs and fair working conditions for everyone.

We promote and advocate workers and trade union interests towards EU institutions and multinational companies. UNI Europa is part of UNI Global Union.

2. About the job

The Property Services and Care are two of the most exciting and dynamic sectors within UNI Europa. The sectors have developed several EU-financed projects, several union organizing projects across the European continent, organised campaigns and EU-wide days of action, as well as continues to engage in cutting edge research and capacity-building projects.

As the Project Coordinator Property Services & Care, you will have a key role in assisting with the implementation of the sectoral activities. Some of these activities will be of administrative nature but you will also provide strategic input, conduct research and prepare documents, communicate with affiliates and European Works Council representatives on important developments, as well as facilitating interactive workshops and other meetings.

The Project Coordinator will report to the Regional Secretary and the Director of Property Services and Care. As Project Coordinator your main tasks will be to:

- Handle projects on a day-to-day basis;
- Produce research, analysis and advocacy materials to support the work of the two sectors and its affiliates;
- Work with affiliates to strengthen and engage trade union alliances and European Works Councils to increase union power;
- Assist the Director with the development of effective relationships with employers and UNI Europa affiliates;
- Organise and coordinate meetings with affiliates, the European institutions, employers and other stakeholders at the European level;

- Monitor and report on developments relevant to the sector, including activities of affiliates, as well as the emergence of digital care platforms.
- Prepare material, presentations and publications, minutes, policy briefings and documents for meetings, conferences and forums (coordination of the process, formatting, translation, proofreading, inserting changes, etc).
- Carrying out practical organisation and follow-up of meetings, events and trips including administering invoices and reimbursements.
- Organising and maintaining a good filing and archive system.
- Performing other operational, administrative, technical and logistical tasks.
- Select meeting topics and facilitate interactive workshops with the goal of building a European-wide trade union response;
- Assist the Director of Property Services and Care to develop follow-up projects.

More generally, the Project Coordinator will provide to a limited degree various operational and administrative support to the Director Property Services and Care.

3. The Ideal Candidate

Our successful candidate will have:

- A deep understanding of contemporary labour problems, the challenges facing unions and the role comprehensive and strategic campaigns play in supporting union objectives in organising, negotiations and policy matters.
- A strong personal commitment to the advancing of the labour market position of low-wage workers, the trade union movement and UNI Europa at large.
- Strong writing, public speaking and communication skills.
- Fluency in English and knowledge of a second official UNI Europa language (German, French, Spanish, Swedish), spoken and written, is essential. Knowledge of any other languages is an advantage.
- Prior experience working in trade unions, NGOs, social movements, and campaigns.
- The ability to engage in responsible financial oversight of activities and projects respecting budgetary limitations.
- An advantage for candidates is experience in trade union work at national and/or international level.
- Research experience relating to trade unions or international workers' rights would be an advantage.
- In addition, the successful candidate:
 - Can work well with affiliates and European Works Councils with differing experiences, industrial relations systems and trade union cultures.
 - Has experience in developing personal work plans and goals.
 - Has good inter-personal and partnership skills
 - Has the ability to plan strategically and administratively and effective time management skills, with the ability to prioritise and manage multiple tasks.
 - Is able to travel.

4. Remuneration

UNI Europa offers attractive conditions with a competitive starting gross salary of €5050 and an attractive package of fringe benefits. This includes complementary hospital insurance, a complementary pension scheme and meal vouchers.

The successful candidate will be based in Brussels/Belgium.

5. How to apply

Applications to the position must be sent to Véronique Ernould, Director - Human Resources and Office Management at veronique.ernould@uniglobalunion.org no later than 15 November, 2024 and include:

- An application form (attached)
- Relevant work certificates and diplomas

Interviews will take place in November 2024.

6. Data management

To comply with new data protection laws, UNI Europa does not retain unsuccessful candidate applications. If you would like to know about future employment opportunities, please visit our website where all our vacancies are posted <https://uniglobalunion.org/jobs/> and on <https://www.uni-europa.org/vacancies/>.