

Job Vacancy Notice

Sectoral Policy Adviser for the Secretariat of industriAll Europe

A full-time position as Sectoral Policy Adviser has become available at industriAll European Trade Union. The position would be taken up at industriAll Europe's offices in Brussels.

Background

IndustriAll European Trade Union represents 200 trade unions with about seven million members across supply chains in manufacturing, mining and energy sectors in Europe. We promote, advocate and coordinate workers' and trade union interests vis-à-vis the EU institutions and multinational companies.

Main duties and responsibilities

The position of Sectoral Policy Adviser for the coordination of activities within our industrial policy team will involve following developments in a number of sectors, in cooperation with affiliated organisations, as well as the development of trade union strategies and positions in the field of industrial policy. Regular contacts with European employer organisations, including within the European sectoral social dialogue and expert groups, as well as the EU institutions are central to this role. The ideal candidate would have a strong working knowledge of the European institutions, notably the European Parliament.

This position requires the following skills

Teamwork

- Coordination of sectoral networks (working closely with network chairs and our administrative team on agenda-setting, EU projects ongoing in the relevant sectors).
- Information sharing with all advisers (reports from meetings, briefings/speaking points), teaming up on ad hoc basis (reporting to Trade Union Coordination Meetings in related multinational companies; development of political positions and sectoral initiatives).

Communication

- Written : webnews/press releases, position paper, trade union declarations/statements/flyers.
- Oral : interventions at Trade Union and EU institutions' events/conferences.
- Event organisation : sectoral network meetings, project events/conferences.

Travelling on a regular basis.

Profile

1. Education

- University or equivalent degree or equivalent professional experience.

2. Required knowledge

- Candidates should be capable of working (speaking and writing) at least in English and preferably in one of the other industriAll Europe official languages (German or French).

- Have sound computer skills (use of Word, Excel and Outlook).
- Knowledge of trade unions.
- Working knowledge of the EU institutions (European Commission, Parliament or Council).

3. Experience

- Previous experience with trade union work is an asset.
- Work experience within the European Institutions is equally considered as an important asset.

4. Other

- Good interpersonal skills are essential since the role involves regular contacts with people from across Europe, as well as networking, are key to the job.
- Pro-active organisational skills.
- Good communication skills.

Starting Date

As soon as possible.

Working Condition

IndustriAll European Trade Union offers a competitive salary, excellent working conditions and a challenging job as part of a dynamic and multicultural team.

Data management

GDPR : to comply with data protection laws, industriAll European Trade Union does not retain the applications of unsuccessful candidates.

IndustriAll Europe is an equal opportunities employer.

Please send your CV and cover letter for the attention of:

Nathalie Huys
HR Manager
industriAll European Trade Union
Rue des Boiteux 9
B-1000 Brussels
Email: nathalie.huys@industrial-europe.eu

The deadline for sending in applications is 23 December 2024.