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**Job vacancy at the ETUC – Policy Advisor**

**Deadline for application 06 March 2025**

The ETUC is recruiting a part-time **Policy Advisor on trade union renewal**. Under the supervision of the Head of communication, the advisor will work to develop the ETUC initiatives and actions in the framework of a European Project on Trade Union renewal ‘**Trade Union power**’.

⇒ **One year contract part-time basis (80%)**

### **Description**

- Provide an expert input and policy advice on the 4 different clusters of activity of the Trade Union Power project:
  - Trade Union Renewal
  - Digital Trade Unionism
  - Building the Mobilisation Capacity of the European Trade Union Movement
  - Reinforcing Democracy by Countering Anti-Democratic Narratives
- Support the team in the daily coordination and administration of the Trade Union Power project: organise and participate in – and follow-up on – project meetings and events, draft the agendas and chair some of these project meetings, liaise with the ETUC members involved in the project, monitor the budget implementation and perform reporting tasks, prepare and proof read working documents.
- Monitor the work of the research team (subcontracted in the project), provide feedback on the study reports and provide recommendations for trade union growth and mobilisation;
- Oversee the production of written documents, including a toolkit;
- Ensure coordination with ETUI and ETUFs on trade union renewal activities
- Collect and disseminate material and resources related to trade union renewal
- Provide targeted support for ETUC affiliates through pilot projects

### **Profile**

Experience in the trade union movement and with European institutions is a necessity.

The successful candidate should preferably hold a university degree, or equivalent experience, in one of the following areas: political science, law, economics.

The successful candidate must have knowledge, skills, and experience in the following areas:

- A very good knowledge of EU policies and European/national trade unionism
- Experience of European projects including financial aspects

- Excellent written and spoken English, with a very good command of a second language. Other languages would be an asset.
- Strong organisational and interpersonal skills
- Ability to work independently and as part of a team
- Ability to work in an international multicultural environment
- Good command of MS Office tools
- Very good communication skills, both oral and written

The candidates must be ready to work on other possible policy files.

### **We offer**

We offer a competitive salary in category III of our pay scale<sup>1</sup>, and an attractive package of fringe benefits in line with qualifications and experience.

The daily work will be undertaken in the ETUC offices in Brussels. Occasional travel may be required.

**Starting date:** as soon as possible

Please forward a CV and cover letter to the ETUC Chief of Staff, Juliane Bir, at [vacancy@etuc.org](mailto:vacancy@etuc.org) **by 06 March 2025**.

Short listed candidates will be invited to a written test and interviews.

ETUC is an equal opportunities employer.

**GDPR:** to comply with data protection laws, ETUC 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 [www.etuc.org](http://www.etuc.org).

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<sup>1</sup> Starting salary of Category III pay scale is 5262 euros gross per month (full time). The successful candidate will be placed on the pay scale in line with experience