The European Trade Union Institute is seeking to recruit a full time:

Education Officer EWC training coordinator (m/f)

Location: Brussels

Do you want to help spread the message about the need to improve the working lives of Europeans in a fast-changing world? Are you skilled in active learning methodologies, training design process and pedagogical methods? Are you comfortable dealing with trade unions? Are you driven by a multicultural environment? Do you like to work in various venues across Europe? Your area of interest is the European Works Councils?

The ETUI is a leading applied research and training institute for the European labour movement. We use our expertise in research, training and workplace health and safety to advance workers’ interests and to support, reinforce and stimulate the European Trade Union action and identity.

We are looking for a full-time Education Officer EWC training coordinator to develop the ETUI’s potential, advise on, expertise on and run EWC and SE-works councils training and, to coordinate the EWC resources and network of the education department, act as expert and focus point for the EWC’s, the European Trade Union Confederation and the trade unions across Europe. He/she will coordinate the ETUI’s EWC’s training provision and input:

- deliver expertise to EWC’s, National Trade Union Confederations, European Trade Union Federations and Multinational companies
- coordinate the EWC resources and network of the education department
- contributes to design, organize and develop training activities in the field of European Work Councils in partnership with National Trade Union Confederations, European Trade Union Federations and Multinational companies,
- deliver, implement and contribute to the ETUI Education Strategy and programme.
- produce information related to activities (articles, web content, newsletters …)

Skills required:

• Ability to work in a multicultural environment and solve problems, deal with different positions on sensitive topics
• Capacity to manage priorities and meet deadlines
• Capacity to work autonomously, within the budgetary constraints
• Capacity to communicate and work with a team-based approach

Knowledge and Experience:

• Level of knowledge master or equivalent by experience
• Fluency in English and French and at least one other European language
• Practical experience of 5 years in trade union education and/or adult education
• Knowledge of European Work Councils legislation
• Knowledge of the trade union environment
• Working knowledge of common and specific IT-related office tools

Responsibilities

Acts as a reference and expert both internally and externally
- Ensures an advisory role within the broader organisation
- Carries out and assists the EWC’s training team in activities related to the production of EWC’s resources
- Participates in the quality control of the production in accordance with the standards set within the relevant community
- coordinates the EWC’s activities in line with the Director of the Education department
Keeps his/her knowledge up to date

Disseminates information
- Produces information related to activities (articles, web content, newsletters ...)
- Organises activities such as meetings or conferences with internal and external target groups, experts and/or researchers
- Participates in different (trade union) activities organised by ETUC affiliates or in other European events
- Participates to meetings offering expertise

Project Management
- Contributes to the content of the education programme and identifies strategic issues and priority fields to explore
- Organises, coordinates and implements activities in line with the education programme
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Training development in order to implement the ETUI education programme
- Translates political strategies and priorities into trainings
- Drafts transnational training activities tailored to identified needs
- Designs the training, in cooperation with a trainers’ team and provides the detailed program and pedagogical strategy
- Keeps informed and updates information on specific topics which are relevant for the organisation of the trainings
- Implements active learning methodology and experiments new pedagogical methods
- Participates in the development and production of new training tools, techniques and contents
- Collaborates with all ETUI colleagues to gather background information
- Participates in internal and external institutional bodies and working groups
- Collaborates with the Education Officer in charge of the multinational companies
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Coordinates organisation of EWC training.
- Develops and prepares training materials and coordinates the translation
- Negotiates, prepares and monitors contracts and budget allocations, in cooperation with the administrative assistant
- Coordinates, in close collaboration with the EWC training team, the practical organisation of EWC training
- Monitors the quality of the training, designs and takes part in the training evaluation together with the participants and trainers’ team
- Ensures training reporting
- Works closely with the Education officer in charge of the multinational training

This position implies to travel regularly to various venues for the delivery of trainings

The ETUI offers a challenging and dynamic multicultural working environment. For further information visit: http://www.etui.org. ETUI is committed to achieve and sustain gender parity among its staff members.

ETUI proposes a competitive salary package. Only short-listed candidates can request the salary grid, this position is ranked grade A. Furthermore, ETUI is committed to achieving workforce diversity in terms of gender, nationality and culture, and applies a policy of equal opportunities. Applications are accepted without distinction on any grounds of age, birth, disability, ethnic or social origin, genetic features, membership of a national minority, political (or any other) opinion, property, religion, gender or sexual orientation. All applications will be treated with the strictest confidence.

Applications and supporting documents (CV, cover letter, etc.) should be sent before 20 May 2020 to: Vera dos Santos Costa, ETUI Education Director
E-mail: rdevits@etui.org

Short-listed candidates will be invited to a written test and an skype interview on the 26th May 2020*

*date to be confirmed by e-mail to the selected candidates