

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

Education Officer:

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? Designing blended or online learning and training approaches is part of your experience? Do you find the trade union environment congenial and stimulating? Are you driven by a multicultural environment? Do you like to work in various venues across Europe?

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 to:

- design, organize and develop training activities (in all their forms of delivery from synchronous to asynchronous) in partnership with National Trade Union Confederations and European Trade Union Federations,*
- deliver, implement and contribute to the ETUI Education Strategy and programme, in particular regarding leadership development and Young trade unionists,*
- generate new learning and training approaches and pathways to stimulate trade union strategic development.*

Skills required :

- Ability to organize and manage tutors' teams and networks
- 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 the trade union environment
- Knowledge of the European institutions
- Working knowledge of common and specific IT-related office tools

Responsibilities

Develops training activities in order to implement the ETUI educational programme

- Translates political strategies and priorities into trainings
- Drafts transnational training activities tailored to identified needs
- Designs the training, in cooperation with a team of trainers and provides the detailed program and pedagogical strategy
- Keeps informed and updates information on specific topics which are relevant for the organisation of the training activities
- Implements active learning methodology and experiments with new pedagogical methods

- Participates in the development and production of new training tools, techniques and contents
- Organises and coordinates the team of trainers and experts (if required)
- Collaborates with all ETUI colleagues to gather background information
- Participates in internal and external institutional bodies and working groups

Delivers and participates in the training activities

- Introduces and represents the ETUI at these training activities
- Adapts training content according to level and knowledge of the participants
- Facilitates the participation of all trainees
- Travels regularly to various venues for the delivery of training activities

Coordinates the practical organisation of 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 administrative assistant, the practical organisation of the 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

Disseminates information

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

Project Management

- Contributes to the content of the educational programme and identifies strategic issues and priority fields to explore
- Prepares and monitors the use of the budget for the work programme activities and the EU funded projects
- Organises, coordinates and implements activities in line with the educational programme
- Contributes to the activity planning and ensures that deadlines are respected
- Ensures reporting to the concerned stakeholders
- Contributes, de facto, to the ETUI financial resources

This position requires traveling 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 31 May 2021 to:

Vera dos Santos Costa, ETUI Education Director

E-mail: ndevits@etui.org

Short-listed candidates will be invited to a written test and an online interview.

