Job vacancy at ETUI

The European Trade Union Institute (ETUI) is the independent research and training centre of the European Trade Union Confederation (ETUC), located in Brussels [www.etui.org](http://www.etui.org). The ETUI conducts research and provides scientific, educational and technical support to the European Trade Union Confederation (ETUC) and its affiliates. Its mission is to contribute towards the development of a social Europe and social dialogue.

The position

The ETUI is looking for a Director of the Education Department. The Director reports to the General Director and will be directly leading a team of twelve people. The position will be carried out in a multicultural and multinational context.

ETUI EDUCATION provides distinct high quality European Trade Union training on key competences, skills, and knowledge in a transnational and multicultural setting focused on empowering the Trade Union movement and its values towards building an equal and sustainable society.

Your mission

The Director of the Education Department will develop the ETUI trade union education programme for union’s leaders, staff members and members of the ETUC and the European federations. The Director will be in charge of its implementation, including its financial aspects, and will also take part in assessing the programme. The duties will include monitoring the budget allocated to the Education Department. The Director works in close collaboration with the ETUI Research Department, the ETUC and the national and European sector-specific union organisations. The Director should be creative, innovative and must be able to adequately develop training activities that prepare, anticipate and support trade unions in a changing world of work. The Director enhance an educational vision and innovative approach of Trade Union Education. With the ETUI Education Team, the Director supports the development of new training tools, with a confirmed knowledge of active methodologies and pedagogical environments (synchronous and asynchronous). The Director maintains a technology watch, identifies trends and anticipates future developments.

Your main activities and key results:

- Con tribute to the Institute's Strategic Plan and develop the strategy for its area of responsibilities, in particular regarding the implementation of ETUI’s pedagogical approach;
- Participates in collegial decision-making as well as in the definition of strategic orientations within various management bodies;
- Translates and implements the Institute’s global strategy and the ETUC political objectives into various policies for implementation in the education field;
- Establishes and monitors a schedule based on the human and material resources allocated to it;
- Organise and direct the activities of the Education department, promote innovation and encourage the team to achieve excellence;
- Ensures compliance with internal procedures;
- Supports staff, encourages collaboration within and between departments;
- Act as a point of reference and expert for the department, both internally and externally;
- Represent the Institute and establish external contacts;
- Take part in the sound financial management of the Institute and be responsible for managing the budgets of the department.

This person will have:

- Master’s degree or PhD, or equivalent experience;
- A (senior) position of responsibility within a European union organisation affiliated with the ETUC, or 10 years of experience in a similar position, at a management level for trade union education or adult education;
- Well-established experience in managing multicultural teams;
- Management knowledge and competences;
- In-depth knowledge of the trade unions education environments;
- Knowledge of the European Institutions and the world of unions;
- Overall knowledge of the Institute and the way it operates, preferably in the education area;
- General knowledge of the European Commission’s financial regulations;
- Practical knowledge of popular and specific office software tools;
- An interest in working in a complex environment.

This person will be:

- Bilingual French/English (spoken and written); knowledge of other languages would be a bonus;
- Willing to commit to a strong societal-based organisation;
- Working in Brussels, but required to travel regularly within Europe;
- Able to take decisions alone, while enjoying working in a team.

We are offering:

- A key position in a senior management team;
- An active role in a fast-developing sector;
- A competitive salary package.

Interested?

Applications must reach us at the latest by 2 November 2023 at ndevits@etui.org

The contract may begin in February 2023.

Your application will be dealt with in total confidence. For more information, contact Olga Barth, obarth@etui.org and www.etui.org.