

# The European Federation of Building and Woodworkers (EFBWW) is recruiting a Policy Officer responsible for EWCs and capacity building

The successful candidate will coordinate the following areas: European Works Council activities, develop coordinated trade union action in multinational companies and develop and assist capacity building activities.

He/she is also expected to contribute to the broader development of the EFBWW and to participate in the laying down of policy strategies at European level.

The Policy Officer will work in a small team and is expected to take own initiatives within the framework of EFBWW policies.

## Tasks

- Coordinate and further develop the activities of the EFBWW EWC coordination group and steering group;
- Provide expertise, advice and information on best practices and facilitate the sharing of best practices to improve the functioning of EWCs;
- Provide EFBWW EWC coordinators and affiliates with information, advice and training on issues relating to EWCs and company policy;
- Monitor legal and political developments relating to information, consultation and democracy at work in European companies;
- Develop an inclusive EFBWW policy and action related to company policy matters and support coordinated trade union actions and policies for targeted multinational companies;
- Develop an inclusive EFBWW policy and action in the domain of capacity building with a particular attention to the topics of organising and trade union renewal;
- Develop and run projects – including international conferences and seminars – in the areas of information and consultation, democracy at work, trade union renewal, etc.;
- Network with EFBWW affiliates, ETUFs, ETUC and other European organisations;
- Network and cooperate closely with BWI;
- Provide input for EFBWW decision-making (e.g. advisory notes, draft position papers, assessments and evaluations);
- Represent EFBWW at meetings and public events;

## Skills

- A demonstrated commitment to trade union values and social justice;
- Having a sound grasp of the operation of EU institutions and a good understanding of key elements of EU legislative processes;
- Native speaker level or proficiency in written and spoken English;
- Good communication skills: being familiar with speaking in public and having the ability to draft clear and readable documents / reports, chair meetings and run/ facilitate training sessions;
- Good analytical skills with the capacity to absorb and summarise new information accurately;
- Proven ability to plan projects and distribute workload in a timely and organised manner;
- Good organizational skills and experience in managing projects and organizing meetings and events;
- Being able to take initiatives and work independently;
- The capacity for self-motivation, being systematic and able to work under pressure;
- Dynamic personality with good social skills, being co-operative, a team worker and able to thrive in a multicultural environment;

### Highly desired:

- Knowledge of French and other European languages;
- Substantial and practical experience in European industrial relations work, including EWCs, company policy, and/or capacity building.

## Job organisation and salary expectations

The Policy Officer will be based at the EFBWW office in Brussels, will work as part of the EFBWW team under direct supervision of the EFBWW General Secretary. He/she should be prepared to work outside of normal office hours. The position involves frequent travelling. The applicant will be requested to have a Belgian residence.

The gross monthly salary corresponds to the position of an EFBWW Policy Officer, and will depend on qualifications and experiences of the respective candidate. It is considered as a competitive salary, which includes holiday benefits, 13th months' salary and other benefits laid down in the EFBWW Employment Regulations.

## Application process

Please email your application in English to [gdpr@efbww.eu](mailto:gdpr@efbww.eu) including a CV and a letter of motivation. Please clearly mark: "Vacancy EFBWW Policy Officer" in the subject of your email.

**Deadline for Application:** 16 April 2021

The interviews are foreseen to take place in the first two weeks of May 2021, at the EFBWW office at rue Royale 45/1, B-1000 Brussels. The EFBWW will cover travel costs to Brussels for selected candidates. The interview, as well as the written test, will be conducted in English.

## **The EFBWW is an equal opportunity employer**

EFBWW applies an equal opportunity policy and accepts applications without prejudice to gender, race, sexual orientation, ethnic or social origin, religion, political party affiliation, membership of a national minority, disability or age.

## **Proposed starting date**

As soon as possible, preferably at the latest on 1 September 2021

## **European Federation of Building and Woodworkers**

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