



Policy Officer for Aviation

Do you want to play a crucial role in advocating for the rights and interests of aviation workers?

Why work for ETF?

- Do you want to be the voice of **5 million +** Transport Workers from **200 +** Transport Unions in **38** countries?
- Do you want to promote the **interest of aviation workers in Europe as well solidarity across borders?**
- Are you pro **Fair Transport?**
- Are you committed to **Trade Union values?**

Your Role

As a **Policy Officer for Aviation**, you will play a **pivotal** role in coordinating **activities**, shaping **policy**, and representing ETF in various **forums**.

Key Responsibilities:

- **Coordination:** Ensuring **seamless collaboration** within the Civil Aviation Section and its sub-sectors.
- **Support:** Provide **essential** support to the Deputy General Secretary with responsibilities for Civil Aviation in executing **strategic initiatives**.
- **Research:** Conduct **in-depth research** on aviation-related subjects to inform **policy decisions**.
- **Communication:** Serve as the **primary point** of contact for affiliates, addressing their requests and **maintaining strong communication channels**.
- **Policy:** Draft policy documents, reports, position papers, and other relevant materials.
- **Representation:** Ensuring **ETF participation** in external bodies, **representing** the organization when required.
- **Project Management:** Submit and implement EU co-funded projects, demonstrating strong project management skills.
- **Analysis:** Create survey databases, collect input, and prepare **insightful analyses**.
- **Political Insight:** Keep the Section informed and consulted on **political developments** within the aviation sector.
- **Sectoral Social Dialogue Committee:** Support the ETF's work within the Sectoral Social Dialogue Committee for Civil Aviation.
- **Collaboration:** Work closely with the rest of the **Civil Aviation Department, the Communications Officer, and liaise with the ITF Civil Aviation Team**.
- **Campaigns:** Design and implement **impactful campaigns** related to aviation.
- **Meeting Management:** **Organize, attend, and facilitate meetings**, collaborating closely with the Administrative Assistant for effective follow-up.



Your Profile

- **Education:** Master's Degree.
- **Experience:** Minimum **4 years'** experience in **trade unions** is essential, with expertise in **aviation OR membership organisations OR NGOs** considered strong assets.
- **Values:** Strong **commitment** to trade unions values
- **EU Bubble Exposure:** Such knowledge is a strong **asset**.
- **Language Skills:** Fluent in **English**.
- **Communication:** Strong **communication skills** with the ability to **synthesize complex information**.
- **Proactivity:** High level of proactivity and flexibility to **navigate through intricate processes**.
- **Teamwork:** Ability to work **independently and collaboratively** in a small team.
- **Adaptability:** Comfortable working in a **fast-paced** environment and dealing with emergencies.
- **IT Skills:** Proficient in **MS Office**.
- **Travel:** Willingness and availability to travel **1/2 times per month**.

Offer

- **Competitive Salary + Representation 110 € net and Internet at Home Allowance 30 € net, Meal Vouchers of 7 €, Mobile Phone + Subscription, Laptop, Group Insurance (6% of gross salary), Hospitalisation** (Discounted rate for family), 100% Public Transport **Reimbursement**.
- **25+ Paid** Holidays.
- Up to **2 days** teleworking/week.
- **34** hour week, **flexitime**.
- Fulltime **permanent** contract.
- A **Multicultural Dynamic Team** of 22.
- Weekly **Team Meetings**, 1 – 1 **Coachings**, Trainings with **External Experts**, Yearly **Development Appraisals, Team Building** Events.
- European **Travel** (1/2 times per month).

Hiring Process

- 1st Interview online with an **External Interviewer**.
- **Personality/Performance** Test followed by a Practical Assignment .
- 2nd Interview in person with **Livia Spera, General Secretary, Sabine Trier, Deputy General Secretary** with responsibilities for Civil Aviation (Your Future Manager) and **Josef Maurer, Head of Operations, Central and Eastern Europe and Equalities**, (ETF covers reasonable travel costs for non-Brussels based applicants).
- Decision within **a week** of the 2nd interview.

Application procedure

We invite any interested candidate to send a CV and a short motivation letter in English to Josef Maurer, ETF Head of Operations, at hr@etf-europe.org by Tuesday 30 April. Only applications sent by e-mail will be considered.