

EPF is recruiting a project and policy officer

The European Passengers' Federation (EPF) links Europe's major passenger organisations. EPF is an international non-profit organisation under Belgian law and has 37 member associations covering 21 European countries. EPF's mission is to achieve comprehensive passenger rights throughout Europe and improve passengers' experience by conducting research, holding conferences and working constructively with the transport industry and decision-makers. EPF has a multi-modal focus and sees passenger travel as an end-to-end journey. EPF is involved as a research partner in different [EU-funded projects](#) covering a variety of topics. EPF's activities also include policy work, e.g. meetings with EU level policy makers, responding to consultations on topics that are of relevance to the passengers, issuing press releases and position papers etc. For its Ghent-based secretariat, EPF is looking for an experienced project & policy officer to strengthen our motivated team!

The main tasks associated with this position involve:

Project management

- Conduct research activities (desk research, interviews, surveys, ...)
- Organise workshops and focus groups with end-users and/or experts
- Develop communication campaigns towards citizens
- Conduct communication activities: write articles, social media posts, ...
- Draft policy recommendations and guidelines towards a variety of stakeholders
- Establish and coordinate relations with project partners and other parties
- Look for new opportunities, co-write new project proposals
- Overall project management related tasks (work planning, budget management, reporting, ...)

Policy work

- Occasional representation towards the European institutions (European Parliament, European Commission, Committee of the Regions, ...) at political and policy level
- Monitor relevant European policy developments that have a (potential) impact on citizens, e.g. related to passenger rights, new mobility services etc.
- Contribute to formulating and promoting EPF's position on relevant topics affecting the passengers at EU level, e.g. through responding to consultations, issuing position papers or press releases etc.

The ideal candidate:

- Has at least 5 years of relevant work experience
- Has experience with drafting project proposals (experience with EU-funded projects is a plus)
- Has good communication and interpersonal skills
- Is comfortable with writing reports, news articles, social media posts, communication strategies, etc.
- Is analytical and a problem solver
- Is able to work independently
- Has an excellent command of English (spoken and written); Dutch is a plus
- Has a relevant university degree
- Should be able to join the EPF team from May/June 2021 onwards
- Further assets: experience in managing relations with the European institutions at a political level; European project management expertise and experience; experience in the field of transport/mobility; knowledge of other European languages

What we offer:

- Competitive wage and benefits package (including hospitalisation insurance and meal vouchers)
- Flexible working hours
- Many learning and networking possibilities
- Reimbursement of travel costs
- Being part of a motivated young team

Candidates are requested to send a **letter of motivation** together with a **CV** to EPF Secretariat (secretariat@epf.eu) by **25/03/2021**. Suitable candidates will be invited for an **interview on 02/04/2021**.