

## 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 39 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 able to draw on an extensive, EU-wide network of passengers and passengers' experts through its member organisations. EPF is involved as a research partner in different EU-funded research and innovation projects. 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 stakeholders
- Conduct communication activities: write articles, manage 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.

#### Other tasks

- Communication management of EPF channels: creation of content for EPF and its projects, social media posts, writing articles for the website
- Coordination of events, including the EPF Annual Conference
- Membership engagement and knowledge sharing activities with EPF members

### The ideal candidate:

- Has at least 3 years of relevant work experience
- Has experience with managing projects and drafting proposals
- Has good communication skills, i.e. drafting newsletters, social media posts, communication strategies etc.
- Has very good analytical and writing skills
- Is able to work independently
- Has an excellent command of English (spoken and written). Another European language is a plus
- Has a relevant university degree
- Should be able to join the EPF team from August/September onwards
- Further assets: experience in managing relations with the European institutions at a political level; EU-funded project management expertise and experience; experience in the field of transport/mobility; expertise with a CRM tool, such as Salesforce (or similar).

**What we offer:**

- An 80% working contract, corresponding to 30,4 hours/week
- An open-ended employment contract under Belgian law (PC335)
- Competitive wage and benefits package (including hospitalisation insurance, 13<sup>th</sup> month and meal vouchers)
- Flexible hours and part-time teleworking (2 days in the office)
- Many learning and networking possibilities
- Reimbursement of travel costs to work
- Being part of a motivated young team

Candidates are requested to send a **letter of motivation** (one page max) together with a **CV** (two pages max) to EPF Secretariat ([secretariat@epf.eu](mailto:secretariat@epf.eu)) by **07/07/2022**. Suitable candidates will be invited for an interview in the week of 11<sup>th</sup> July 2022.