

The European Federation of Food, Agriculture and Tourism Trade Unions is looking for a talented, proactive and dedicated individual to fill the permanent position of

EFFAT Political Secretary Food, Drink and Tobacco Sector

Job Description

The applicant should have experience in this area and must share our values and commitment to building a Social Europe.

The EFFAT Food, Drink and Tobacco (FDT) Political Secretary's main duties and responsibilities will include:

- Leading EFFAT's EU Social Dialogue work in the Food and Drink and in the Sugar industries; liaising with Tobacco sector stakeholders;
- Ensuring the implementation of EFFAT's political agenda in the FDT sector;
- Monitoring FDT sector developments at European level – economic, corporate, social and legislative – especially in relation to the EU institutions;
- Coordinating the FDT affiliates around common policy positions, through policy papers, roadmaps for action and responses to EU public consultations;
- Identifying, elaborating and representing the priorities, interests and views of the FDT EFFAT member organisations by appropriately liaising with EU institutions and allied organisations;
- Develop and coordinate advocacy plans towards the relevant EU institutions and competent authorities on political priorities and issues affecting EFFAT affiliates in the FDT sector;
- Cooperation with EFFAT Company Policy Officer, providing expertise, advice, and support to European Works Councils (EWC) of FDT enterprises and the EFFAT Transnational Companies Committee;
- Planning, organising and managing meetings, workshops and conferences;
- Representing EFFAT at various meetings and public events;
- Launching and running projects – including international conferences and seminars – with financial support from the European Commission;
- Building ongoing, constructive cooperation with the IUF, ETUC and other allied organisations on common issues and policies;
- Drafting action plans and strategies for the FDT sector and reports for the EFFAT Executive Committees as well as for IUF bodies;
- Cooperating with the EFFAT Press and Communication Officer to ensure the timely circulation and effectiveness of EFFAT's FDT sector-related news and developments.

Required

- Strong commitment to fundamental values underpinning trade union work and Social Europe;
- Extensive practical experience in national or European trade union work;
- Familiarity with the EU social agenda;
- Capacity to build consensus, manage divergences and help affiliates to speak with one voice;
- Strong communication skills: being familiar with public speaking, presenting material, drafting reports/documents, position papers, chairing meetings;
- Strong analytical skills with the capacity to absorb and summarise information accurately;
- Excellent written and spoken English (candidates with additional European language skills will have a major advantage);
- Advanced IT skills.

Highly desired

- Prior experience in the Food, Drink and Tobacco sector work;
- Ability to negotiate with and establish relations and common positions among diverse groups of stakeholders with different backgrounds and priorities;
- Good organisational skills and experience in managing projects and facilitating meetings and events; proven ability to plan projects and distribute workload in a timely and organised manner;
- Ability to work together effectively with the other staff members as well as EFFAT's member organisations and partners at the European and international level;
- A collaborative team player with good social skills able to thrive in a multicultural environment;
- The capacity to work under pressure;
- Ability to multitask, prioritise and deal with changes;
- Proactive, constructive and creative approach.

Reporting line

The EFFAT FDT Political Secretary cooperates with the EFFAT team, FDT Sector Chairs and works closely with the EFFAT General Secretary and EFFAT Deputy General Secretary who is responsible for coordination of EFFAT political staff.

Workplace

The place of work for the day-to-day business associated with this position is the EFFAT Secretariat in Brussels. The position involves frequent travel.

We offer a competitive salary, attractive working conditions and a challenging job in a European environment, as part of a friendly and motivated team.

Start date: *to be agreed*

Deadline for applications: **23rd February 2020**

Please send your CV and a motivation letter to:

Kristjan Bragason
General Secretary
EFFAT – IUF Europe

Avenue Louise 130 A, 3
B-1050 Brussels

E-mail: k.bragason@effat.org

And copy to s.debruyker@effat.org

About EFFAT

EFFAT is a European trade union federation and a recognised European social partner for the Agriculture, Food & Drink Industry and Tourism sectors. We promote and advocate socially responsible development in these sectors on behalf of our 120 member organisations and around 2.6 million trade union members in 35 European countries. Our work focuses, among other things, on sustainable employment, working conditions, collective bargaining and gender equality. We are the key interlocutor for the European institutions, namely the European Commission, the European Parliament and the European Economic and Social Committee. We lead the social dialogue with employers in EFFAT sectors, supporting our member organisations in the new EU Member States and in Southeast Europe. We coordinate and provide expertise to the EFFAT TNC network and European Works Councils.