

The European Federation of Food, Agriculture and Tourism Trade Unions is looking for an experienced, talented, proactive, and dedicated individual to oversee the tourism sector, including hotels, restaurants, contract catering, fast-food and food-delivery. The applicant should be familiar with the conditions and the challenges of working people in tourism and have knowledge of issues concerning undeclared work, public procurement, health and safety, capacity building, and vocational education and training.

## **EFFAT Tourism Sector Political Secretary**

### **Job Description**

The applicant should have experience in the hospitality-tourism area and must share EFFAT values and commitments to build a fair and sustainable Europe from farm to fork.

The EFFAT Tourism Sector Political Secretary's main duties and responsibilities will include:

- Ensuring the implementation of EFFAT's political agenda in the tourism sector
- Working with the EFFAT Secretariat and affiliates to build trade union power in the tourism sector
- Coordinating with affiliates around common positions, through policy papers, roadmaps for action and responses to EU public consultations
- Monitoring legislative and policy developments at European level affecting the interests of working people in tourism - especially in relation to the EU institutions
- Identifying, elaborating, and representing the priorities, interests, and views of EFFAT member organisations by appropriately liaising with EU institutions and allied organisations
- Drafting action plans and strategies for the tourism sector and reports to the General Secretary, the EFFAT General Assembly of the Tourism sector, the EFFAT Executive Committee as well as for IUF bodies
- Leading EFFAT's EU Social Dialogue work in the HORECA and Contract Catering sectors
- Developing advocacy plans towards the relevant EU institutions and competent authorities on political priorities and issues affecting EFFAT affiliates
- Planning, organising and chairing meetings, workshops, and conferences
- Representing EFFAT at high level meetings and public events
- Developing and running projects - including international conferences and seminars - with financial support from the European Commission and other sources
- Building a constructive cooperation with the IUF, ETUC and other allied organisations on common issues and policies
- Cooperating with the EFFAT Communication Officer and other political staff

### **Required**

- Trade union experience in the tourism sector
- Strong commitment to international solidarity and the fundamental values of European trade union work
- Familiarity with the EU political and social agenda
- Capacity to build consensus, manage divergences and help affiliates to speak with one voice
- Experience working with and designing projects
- Strong communication skills: being familiar with public speaking, presenting material, drafting reports/documents, position papers, chairing meetings

- Ability to work together effectively with the other staff members as well as EFFAT member organisations and partners
- Capacity to work under pressure
- Ability to multitask, prioritize and deal with changes
- Proactive, constructive, and creative approach
- Strong analytical skills with the capacity to absorb and summarize information accurately
- Excellent written and spoken English (candidates with additional European language skills will have a major advantage)
- Advanced IT and social media skills

#### **Highly desired**

- 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, meetings, and events
- Good social skills able to thrive in a multicultural environment

#### **Reporting line**

The EFFAT Tourism Sector Political Secretary cooperates with the EFFAT team, Tourism Sector Chairs and Board, and works closely with the EFFAT General Secretary and Deputy General Secretary who are 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, with some teleworking possibilities. 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 supportive and motivated team.

**Start date:** to be agreed

**Deadline for applications:** 1 February 2023

**Please send your CV and a motivation letter to:**

Kristjan Bragason - General Secretary  
EFFAT/IUF-Europe  
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B-1050 Brussels  
E-mail: [k.bragason@effat.org](mailto:k.bragason@effat.org)

**And copy to:**

Wendy Vanhaver - E-mail: [w.vanhaver@effat.org](mailto:w.vanhaver@effat.org)