

To all UNI Europa Affiliates

**Job Vacancy: Project coordinator Hair & Beauty sectors  
Deadline 27th January 2020.**

Dear Colleagues,

UNI Europa, the European services workers' union, is recruiting a Project coordinator covering for the Hair & Beauty sectors.

The project coordinator will have a key role in assisting with the implementation of projects within the framework set by the Regional Secretary.

As the project coordinator within UNI Europa Hair & Beauty, you will have a key role in assisting with the implementation of this project. Some of these activities will include providing strategic input, conducting research and preparing documents, communicating with affiliates on important developments, as well as facilitating interactive workshops and other meetings.

Our organisation represents 270 trade unions with 7 million members throughout Europe in sectors such as Finance, Commerce, ICT, Post, Property Services, Graphical and Media. We promote and advocate workers and trade union interests towards EU institutions and multinational companies.

Candidates should send their application form (attached) to Véronique Ernould, Director Human Resources and Office management, at [ho.unieuropa@uniglobalunion.org](mailto:ho.unieuropa@uniglobalunion.org) with the subject heading "Vacancy – Project coordinator Hair & Beauty sectors".

The aim is to hold interviews end of January/ February 2020.

Best regards,

A handwritten signature in black ink that reads "Oliver Roethig".

Oliver Roethig  
Regional Secretary

## **VACANCY**

**Project coordinator Hair & Beauty sectors**

**Brussels, Belgium**

**Grade C - Full time position – Determined contract (2 years)**

### **1. About UNI Europa, the European Services Workers Union**

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UNI Europa is a European trade union federation based in Brussels, which represents 270 trade unions with more than 7 million members throughout Europe.

UNI Europa's strategy is to build power for working people through strong unions and collective bargaining. We work towards a social Europe with quality jobs and fair working conditions for everyone.

We promote and advocate workers and trade union interests towards EU institutions and multinational companies. UNI Europa is part of UNI Global Union.

### **2. About the job**

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Personal services are growing, exciting and dynamic sectors within UNI Europa. The sector has developed a project on promoting the autonomous implementation of the European framework agreement on occupational health and safety in the hairdressing sector.

As the project coordinator within UNI Europa Hair & Beauty, you will have a key role in assisting with the implementation of this project. Some of these activities will include providing strategic input, conducting research and preparing documents, communicating with affiliates on important developments, as well as facilitating interactive workshops and other meetings.

As project coordinator your main tasks will be to:

- Handle the project on a day-to-day basis;
- Produce research, analysis and advocacy materials to support the work of UNI Europa Hair & Beauty and its affiliates in the framework of the project implementation;
- Work with affiliates to strengthen and engage their effective contribution to the project deliverables and to increase union power;
- Assist the Director with the development of effective relationships with employers, UNI Europa affiliates, relevant research institutions and stakeholders at European level;
- Organise and coordinate meetings with affiliates, the European institutions (notably European Commission DG EMPL and DG GROW), employers and other stakeholders at the European level in the framework of the project implementation;
- Monitor and report on developments relevant to the sector, including activities of affiliates.
- Prepare material, presentations and publications, minutes, policy briefings and documents for the foreseen meetings and conferences as part of the project

implementation (coordination of the process, formatting, translation, proofreading, inserting changes, etc).

- Assist the Director of Hair & Beauty to issue a Open Call for Tender in view of the project research implementation and assist the Director in writing up the Project Final Report.
- Assist the Director of Hair & Beauty to draft the social partners' respective assessment of the degree of implementation of the agreed upon Action Plan in the sector.
- Carrying out practical organisation and follow-up of meetings, events and trips including administering invoices and reimbursements.
- Organising and maintaining a good filing and archive system.
- Performing other operational, administrative, technical and logistical tasks.
- Facilitate interactive workshops with the goal of carrying out regional seminars with the mobilisation of European social partner affiliates and other stakeholders.

The project coordinator will report to the Regional Secretary and the Director of Hair & Beauty.

### **3. The Successful Candidate**

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Our successful candidate will have:

- A strong personal commitment to the goals of UNI Europa and the trade union movement.
- Strong writing, public speaking and communication skills.
- Fluency in English and knowledge of a second official UNI Europa language (German, French, Spanish, Swedish), spoken and written, is essential. Knowledge of any other languages is an advantage.
- Prior experience working in NGOs, social movements, campaigns and/or European Social Dialogue projects.
- A deep understanding of contemporary labour problems, the challenges facing unions and the role comprehensive and strategic campaigns play in supporting union objectives in organising, negotiations and policy matters. Knowledge of the European and national Occupational Health and Safety frameworks is an advantage.
- The ability to engage in responsible financial oversight of activities and projects respecting budgetary limitations.
- An advantage for candidates is experience in trade union work at national and/or international level in some of the key areas of work mentioned above and research experience relating to trade unions would be an advantage.

In addition, the successful candidate:

- Can work well with affiliates with differing experiences, industrial relations systems and trade union cultures.

- Has good inter-personal and partnership skills
- Has the ability to plan strategically and administratively and effective time management skills, with the ability to prioritise and manage multiple tasks.

#### **4. Remuneration**

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UNI Europa offers attractive conditions with a competitive salary and an attractive package of fringe benefits in line with seniority and work experience. This includes complementary hospital insurance, a complementary pension scheme and meal vouchers.

The successful candidate will be based in Brussels/Belgium.

#### **5. How to apply**

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Applications to the position must be sent to Véronique Ernould, Director - Human Resources and Office Management at [veronique.ernould@uniglobalunion.org](mailto:veronique.ernould@uniglobalunion.org) no later than January 27<sup>th</sup>, 2020 and include:

- An application form (attached)
- Relevant work certificates and diplomas

Interviews will take place end of January/ February 2020.

#### **6. Data management**

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For us to comply with new data protection laws, UNI Europa does not retain unsuccessful candidate applications. If you would like to know about future employment opportunities, please visit our employment website where all our vacancies are posted <http://www.uniglobalunion.org/about-us/jobs>