

## **VACANCY**

### **Project Coordinator Finance sector**

#### **Brussels, Belgium**

#### **Grade C - Full time position – Fixed term 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 Finance represents 1.5 million finance sector workers in banks, insurance and central banks in 100 trade unions across 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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As the Project Coordinator for the Finance sector, you will have a key role in assisting with the implementation of EU funded projects. Some of these activities will include providing strategic input, conducting research and preparing documents, communicating with project partners and 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(s) on a day-to-day basis;
- Prepare material, presentations and publications, minutes, policy briefings and documents for meetings, conferences and forums (coordination of the process, formatting, translation, proofreading, inserting changes, etc);
- Carry out practical organisation and follow-up of meetings, events and trips including administering invoices and reimbursements;
- Organise and maintain a good filing and archive system;
- Select meeting topics and facilitate interactive workshops with the goal of building a European-wide trade union response;
- Assist the Director of UNI Europa Finance to develop follow-up projects;
- Work with finance sector affiliates and project partners to strengthen social dialogue;
- Plan, organise, lead and draft reports for all meetings and workshops;

- Identify the sectoral stakeholders who are relevant and can contribute to the project's activities and objectives;
- Perform operational, administrative, technical and logistical tasks;
- Assist the Director of UNI Europa Finance with the development of effective relationships with sector employers and UNI Europa affiliates;
- Organise and coordinate meetings with affiliates, the European institutions, sector employers and other stakeholders at the European level;
- Monitor and report on developments relevant to the sector, including affiliate activities .

More generally, the Project Coordinator will provide, to a limited degree, various operational and administrative support to the Director of UNI Europa Finance.

The Project Coordinator will report to the UNI Europa Regional Secretary and the Director of UNI Europa Finance.

### **3. The Ideal Candidate**

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Our successful candidate will have:

- A deep understanding of contemporary labour problems, the challenges facing trade unions and the role that comprehensive and strategic campaigns play in supporting trade union objectives in organising, negotiations and policy matters.
- A strong personal commitment to the advancing of the labour market position of low-wage workers, the trade union movement and UNI Europa at large.
- 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 trade unions, NGOs, social movements, and campaigns, and of EU project management, is an advantage.
- The ability to engage in responsible financial oversight of activities and projects respecting budgetary limitations.
- In addition, the successful candidate:
  - Has experience in developing personal work plans and goals.
  - 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.
  - Is able to travel.

### **4. Remuneration**

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UNI Europa offers attractive conditions with a competitive starting gross salary of €5151 and an attractive package of fringe benefits. 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 30 May 2025 and include:

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

Interviews will take place beginning of June 2025.

## **6. Data management**

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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 website where all our vacancies are posted <https://uniglobalunion.org/jobs/> and on <https://www.uni-europa.org/vacancies/>.