Announcement for a EuroVelo and Projects Assistant

The European Cyclists’ Federation (ECF) is looking for a motivated, experienced assistant to support its work coordinating EuroVelo, the European cycle route network.

About the European Cyclists’ Federation (ECF)

- We are the single European umbrella federation of member-based civil society organisations advocating and working for more and better cycling.
- We promote cycling as a sustainable and healthy means of transport and leisure.
- With more than 60 member organisations from over 40 countries, we harness the power of European cycling movements as the only voice at the pan-European level.
- We are based in Brussels and our roots are in Europe, but the challenges we face are global, and we are ready to meet them as the world’s largest and best-known cyclists’ advocacy organisation.

About EuroVelo

- EuroVelo, the European cycle route network, is one of ECF’s flagship initiatives.
- This network of 17 long-distance cycle routes, which crosses and connects all of Europe, is the largest of its kind in the world.
- EuroVelo aims to provide safe, direct, coherent and connected cycling infrastructure and cycle route networks that benefit all categories of cyclists, including everyday cyclists, cycling tourists and leisure cyclists.

Job description

The EuroVelo and Projects Assistant will report to EuroVelo Manager and support the work of the ECF’s EuroVelo team. In particular, the holder will assist in delivering ECF’s activities related to an ongoing EU project connected to EuroVelo 1 – Atlantic Coast Route, as well as the general communications for the network.

Specific responsibilities include:

- Supporting EU funded projects, particularly the extension to AtlanticOnBike, and long-term management agreements (contributing to the implementation of the projects, steering committee meetings, technical reports etc.)
- Supporting the preparation of applications for EU funds and putting together proposals for subcontracting.
- Producing content for the dedicated EuroVelo communication channels (website, newsletter, social media etc.) working in close collaboration with the ECF Communications Manager.
Who are we looking for?

**Academic background:**
- Essential: Bachelor’s degree in a relevant field
- Desirable: Master’s degree in a relevant field

**Professional background:**
**Essential:**
- Managing projects (internal or external)
- Working on communications in a professional context

**Desirable:**
- Preparing successful EU funding applications.
- Transport, environment and/or cycling knowledge and experience, sustainable transport campaigning and advocacy

**Core competencies, skills and attributes:**
**Essential:**
- Excellent written and spoken English (native or near-native level)
- Strong communication and presentation skills
- Ability to build effective professional relationships and partnerships.
- Dynamic, proactive, and outcome-oriented personality
- Resilient, able to multi-task and set own priorities
- Collaborative and collegiate approach, ability to work well in diverse teams
- Proficient user of Microsoft Office Package, CRM database tools, web management software, videoconferencing and webinar platforms
- Flexible in terms of travel and working hours including occasional weekend and evening work

**Desirable:**
- Affinity for cycling
- Additional EU languages will be considered as an asset
- Comfortable managing budgets, preparing reports etc.
- Knowledge of GIS

**What do we offer?**

You will have a place in the world’s largest and best-known cyclists’ federation promoting cycling as the healthiest, most climate-friendly and efficient means of transport and leisure. Your position will be in an international office located in the heart of Brussels full of friendly and passionate colleagues.

This position is offered initially as a one-year fixed term contract on a full-time basis, with excellent prospects to extend. ECF offers an employment package in line with similar non-governmental organisations based in Brussels. Our package includes flexible working hours with a good work-life balance, 20 legal vacation and 10 extra-legal vacation days, cycling to work allowance, lunch vouchers and an extra-legal pension scheme.

Candidates must be eligible to work in the EU and able to live and work in Belgium.
How to apply?

Please submit your CV and a cover letter in English **no later than Sunday 24 July 2022**. Applications will be reviewed on a rolling basis, so candidates are encouraged to apply as soon as possible.

The application must be submitted in an electronic format to hr@ecf.com. In the email subject line, please name the post you are applying for. We would like to thank all interested applicants in advance. Due to an expected large number of applications, only shortlisted candidates will be contacted.

Equal opportunity

ECF is an equal opportunity employer and encourages applications from all qualified candidates irrespective of racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.