

# Job announcement for a 'EuroVelo and Projects Coordinator'

Are you passionate about cycling? Would you like to learn new skills and contribute to safe, attractive and comfortable cycle routes - including by cycling on the job? Then this role might be for you. The European Cyclists' Federation (ECF) is looking for a motivated Coordinator comfortable with data analysis and project management to join its Brussels-based team and support its work on EuroVelo, the European cycle route network for a 9-month contract, from August 2024, with an entry level salary.

## 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 civil society advocacy 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 federation.

## 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 Coordinator** will report to the EuroVelo and Cycling Tourism Director and support the work of ECF's EuroVelo team. In particular, the role holder will assist in delivering ECF's activities related to the European Certification Standard (methodology to assess the quality of long-distance cycle routes), EU co-funded Interreg project activities connected to EuroVelo and contributing to data analysis.

Specific responsibilities include:

- Coordinating the preparation of a Route Assessment Report and Action Plan based on survey data collected with the European Certification Standard's methodology and application on a section of a EuroVelo route. Indicative list of activities:

- Cycling part of the route for approximately 3 weeks while collecting cycling infrastructure data on an app; collection of online information to complete the survey;
- Analysis of the results including visual summary of data;
- Redaction of report in English;
- Logistical coordination of the survey; etc.
- Supporting the delivery of activities for two Interreg projects (Baltic Biking Upgrade and ICTr), including communications, representation and reporting, with the support of ECF's Projects team. Indicative list of activities:
  - Coordinating web developments;
  - Supporting the use of the European Certification Standard's methodology for certain sections of EuroVelo routes;
  - Providing feedback on business models and offers, environmentally friendly initiatives and cycle friendly schemes;
  - Developing solutions and proposals for the long-term governance and coordination of transnational activities along EuroVelo routes
- Contributing to the coordination of EuroVelo GIS work, database management and updates (especially GPX tracks) and European Certification Standard's activities.
- Supporting ECF's EuroVelo Team with event management (EuroVelo & Cycling Tourism Conference 2024), communications (writing articles), and other activities as required.

## 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:

- At least one professional experience (which could have been gained through an internship)
- Experience in aspects of servicing and managing projects

#### Desirable:

- Data analysis and writing reports
- 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)
- Ability to analyse and summarise complex sets of data and information
- Proficient user of Microsoft Office Package (especially Excel)
- Good communication and presentation skills, written and spoken
- 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
- Flexible in terms of travel and working hours including occasional weekend and evening work

- Willingness to cycle autonomously for multiple days carrying own baggage in bike bags along a cycle route, transport a bicycle in public transport, etc.

Desirable:

- Knowledge of GIS, GPX tracks and routing applications
- Knowledge of a programming language such as Python
- Affinity for cycling
- Additional EU languages will be considered as an asset (especially German)
- Comfortable managing budgets, preparing reports, organising logistical tasks etc.

## 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 nine-month fixed term contract on a full-time basis. 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 per year, cycling to work allowance, lunch vouchers and an extra-legal pension scheme. The indicative entry level salary for such a coordinator role is 2,200€ gross/month

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 Wednesday 26 June 2024 23:59 CEST**. 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](mailto: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.