ECF is looking for a motivated Velo-city Exhibition and Partnerships Assistant to join its team in Brussels.

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 70 member organisations from over 40 countries, we harness the power of European cycling movements as the only voice for cyclists 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 Velo-city

The Velo-city conference is the European Cyclists’ Federation (ECF) annual flagship event, organised by ECF together with selected host cities every year in a different city. In 2022, Velo-city took place from 14-17 June in Ljubljana, Slovenia and in 2023, Velo-city will take place in Leipzig, Germany from 9 -12 May. In 2024, Velo-city will take place in Ghent, Belgium.

You will find the wrap up video of Velo-city 2022 Ljubljana here: https://www.youtube.com/watch?v=UPvU4HPH33w

Since 1980, Velo-city has played a valuable part in promoting cycling as a sustainable and healthy means of transport for all. Like no other event, the conference offers a knowledge exchange and policy transfer platform to the growing number of more than 1400 Velo-citizens from over 60 countries involved in the policy, promotion and provision for cycling, active mobility and sustainable urban development. The conference exhibition showcases the latest innovations for a better cycling experience in cities and beyond!

Job description

As Velo-city Exhibition and Partnerships Assistant you will report directly to the Velo-city Director and be part of the Velo-city team. You will be in charge of developing business opportunities and building lasting relationships with the Velo-city and wider ECF Partners, Sponsors and Exhibitors by focussing on the following tasks:

- Business Development
  - Design of exhibition and sponsorship offers
  - Promotion and sales of Velo-city exhibition & sponsorship packages, including at other relevant mobility events
  - Build and maintain updated databases

- Develop and nurture key long-term partnerships for Velo-city and ECF
• **Design a partners-related communication plan**
  o Design a communication plan and create content about the exhibition, exhibitors, sponsors and other partners for Velo-city’s different channels (website, emails, social media posts, blog articles, etc.)
  o Coordinate with the ECF communication team the preparation of the ECF booth

• **Coordinate the speaking slots of exhibitors and partners**
  o Set-up of the Freewheel stage programme and the start-up contest.

• **Support the exhibition design and logistics coordination**

• **Coordinate the pre-conference ECF staff and board logistics**
  o Coordinate staff and board registration, transportation and accommodation for the event
  o Contribute to ECF staff & board briefings

• **Support overall Velo-city administrative tasks related to IT & process developments, accounting and reporting**

**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:
  • Project management/Events experience
  • Working on communications in a professional context
Desirable:
  • Work experience in business development activities.
  • Work experience in the sustainable transport, environment and/or cycling sector

**Core competencies, skills and attributes:**
Essential:
  • Business oriented and creative attitude
  • Excellent written and spoken English
  • Strong communication and presentation skills
  • Ability to build effective professional relationships and partnerships.
  • Dynamic, proactive, and outcome-oriented personality
  • Organised, well-structured, resilient, able to set priorities
  • Collaborative approach, ability to work well in a diverse team
  • Proficient user of Microsoft Office Package
  • 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.

**What do we offer?**

You will have a place in the world’s largest and best-known cyclists’ federation within a strong, well-functioning team in a pleasant work atmosphere based on cooperation and mutual support. 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. The ideal candidate should be able to start by mid-September 2022.

How to apply?

Please send your CV and cover letter in one PDF in English to hr@ecf.com with a subject line: **Velo-city Exhibition and Partnerships Assistant.** Your application has to include:

- Cover Letter (max. 1 page)
- CV in English (max. 2 pages)

Incomplete and/or late applications will not be considered.

Closing date for applications: **Sunday, 15th of August 2022 at 23h59 CEST.**

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.