

The Consumer Voice in Europe

Training Coordinator

**Full time position as from January 2023
6 months contract (with the possibility of extension)
Also open to applicants who prefer free lancing**

BEUC, the European Consumer Organisation, is currently looking to recruit a Training Coordinator for our team.

The tasks of the position will include:

As part of the Capacity Building Team, you will:

- Contribute to the overall implementation of Consumer PRO, an EU funded project aimed at developing and providing trainings in the EU for consumer organisations and other actors in consumer policy.
 - Design and run 2-4 European workshops on Communications and Social Media and on Consumer Advice, and support the design, organisation and facilitation of the final project conference. This will include the work coordination of different experts and EU/national project partners
 - Support end of project reporting
 - Help the preparation of follow-up/future funding applications and projects.
- Based on updated needs-assessments of member organisations, design and run a programme of capacity building activities (online and in-person) that supports the mid-term strategy and policy priorities of the BEUC network.
- Support the BEUC strategy to engage younger audiences - primarily through organising capacity building workshops for members, and through internal engagement of BEUC staff/policy area

The main qualifications we are looking for are:

- A candidate with a relevant University degree and a minimum of 3 years of work experience in setting-up and facilitating adult trainings/seminars/workshops.
- A candidate with demonstrated capacity to develop teaching content, online and face to face (ideally on Consumer Affairs subject matters) as well as training material.
- A candidate with demonstratable experience in delivering projects
- A candidate with interest in or willingness to learn about consumer affairs;
- A candidate with good communication / presentation skills and a positive attitude to interact with people from different cultural backgrounds;
- A team player, well-organised, capable of multitasking and of delivering to challenging deadlines;
- And with excellent knowledge of spoken and written English. Good knowledge of French or another EU language is an asset.

What we offer:

- A multicultural working environment within an organisation dedicated to promoting the consumer interests;
- The opportunity to meet and work with consumer representatives and experts from 30 European countries;
- A full-time contract with a gross monthly salary in the indicative range of €3,400 – €4,000 (negotiable according to experience) coupled with various benefits (holiday bonus, 13th month, pension scheme, luncheon vouchers, work from home indemnity) – to be converted adequately in case of free lancing;

Applications for the position should be sent by **30th November** by e-mail to **apply@beuc.eu** with subject line: **Training Coordinator**

Interviews will take place the week of **5 December**.

Only short-listed candidates will be contacted.

Your application should include the following documents:

1. **A short motivation letter**
2. **A detailed curriculum-vitae**
3. In a separate file, **answers to the following questions:**

- Why would you like to work at BEUC?
 - Briefly explain the main reasons that motivate you to work at BEUC, using maximum 150 words.
- What are for you the main challenges in online trainings?
 - What are for you the main challenges in building the capacity of the consumer movement? Using maximum 250 words.
- Why should BEUC appoint you?
 - Tell us why you think we should appoint you rather than other candidates, using maximum 150 words.

Any incomplete application will be disregarded.

BEUC is an equal-opportunities employer.

Privacy policy: The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For shortlisted candidates, we routinely ask for their consent to keep their information for 6 months after the end of the selection process, in case other vacancies that could fit their profile open up.