

## **Project Management and Training Officer**

**Full-time position to start as soon as possible  
12-month contract (with the possibility of extension)**

BEUC - the European Consumer Organisation, is looking for a Project Management and Training Officer to reinforce its capacity building team. The team is responsible for strengthening consumer professionals across Europe on various consumer issues.

### **The tasks will include:**

- To ensure the overall implementation and project management of [Consumer Pro](#), an EU project that started in 2019 to make consumer organisations and other actors in consumer policy better equipped with knowledge and tools to protect consumers in their respective countries.
- In collaboration with the training coordinator and the rest of the team, to contribute to the design and organisation of online events for trainers as well as European workshops for consumer professionals, based on interactive and adult education methodologies.
- To coordinate the delivery of online trainings at national level as well as the translation and adaptation of the training material for the target audience.
- To ensure quality check and achievement of KPI's of the different trainings delivered (including by attending online national courses) as well as their follow-up and evaluation.
- To support the development of capacity-building activities aimed at BEUC members or organised in the context of other projects with a capacity building dimension

### **The main qualifications we are looking for are:**

- A relevant University degree and a minimum of 3 years of work experience in the management of European projects (capacity building projects are a plus);
- Demonstrated experience in delivering projects, in coordinating the work of several colleagues/partners and in reporting about achievements;
- Demonstrated expertise or capacity to develop training content and material is a distinctive plus;
- Interest in or willingness to learn about consumer affairs;
- Good communication / presentation skills and a positive attitude to interact with people from different cultural backgrounds;
- Ability to be team player, well-organised, capable of multitasking and of delivering to challenging deadlines;
- 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 12-month contract with a possibility of extension with a competitive package (salary, fringe benefits and extra-legal paid leave).

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Applications for the position should be sent **by 22 May 2022** by e-mail to **apply@beuc.eu** with subject line: **Project Management and Training Officer**.

Interviews will take place at the end of May, it could take place possibly through videoconferencing.

To start as soon as possible. Only short-listed candidates will be contacted for a second round of interviews.

Your application should include the following documents (with your name as title):

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 and why should we appoint you?*
    - Briefly explain your motivation to work at BEUC, what can distinguish you from other candidates, using maximum 150 words.
  - *In your opinion, what are the features of a good project plan?*
    - Using maximum 250 words.
  - *What are for you the main challenges in adult training?*
    - Using maximum 250 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.