

Training and Project Assistant

Full-time 12-month fixed-term employment contract

[BEUC – The European Consumer Organisation](#) is looking for a **Training and Project Assistant** to reinforce its Capacity Building team, contributing to the organizational development of its members through training programmes and other projects. In this position, you will support the Project and Training Coordinator and the team, in turning complex policy and relevant workplace skills into engaging (e-)learning material that creates real, EU-wide impact.

Your role:

- Support the overall implementation of an EU project aimed at developing, organising and providing trainings and developing e-learning material in the EU for consumer organisations and other actors in consumer policy.
- Assist the project manager and trainers to organise online and in-person training/workshops based on interactive and adult-education methodologies.
- Contribute to the design and preparation of training materials and events.
- Help ensure consistency across all training, including by accompanying trainers, gathering feedback, and assisting with follow-up and evaluation activities.
- Assist and support the work of experts and EU/national partners, including assistance with communication tasks and the smooth exchange of information.
- Assist the Capacity Building team in drafting project plans, preparing reports.
- Facilitate transnational collaboration between national consumer organisations on fundraising and projects.

Your profile:

- University degree and 1+ year of experience in organising events/trainings
- Experience with adult education methodologies/interactive trainings.
- Working knowledge of e-learning/digital tools (i.e. Canva, Zoom, Sli.do, Articulate 360 etc.)
- Good communication/presentation skills and a positive attitude to interact with people from different cultural backgrounds.
- Interest or willingness to learn about consumer affairs and to contribute to the development of the consumer movement.
- Strong organisational skills, being able to set up priorities.

- A proactive, stress-resistant and team player with the ability to manage multiple tasks effectively.
- Able to write and communicate fluently in English, fluency in French would be an advantage.

What we offer:

- A **full-time 12-month fixed-term** employment contract with a competitive salary package, with the potential to be renewed:
 - A gross monthly salary in the indicative range of **€3.524 and €3.780 gross**, depending on experience.
 - **Fringe benefits:** Meal vouchers, group insurance, homeworking allowance, public transport, **6 days** extra-legal paid leave.
 - **Flexitime**, homeworking possibility (up to **3 days** per week), **work-life balance**.
 - 20 days/year **working from abroad**.
- A **welcoming** onboarding.
- A workplace committed to support staff **growth and well-being**.
- A **multidisciplinary and multicultural** working environment within an organisation dedicated to **promoting consumer interests**.
- A non-routine job: The opportunity to deliver **positive impact** in an exciting **international** organisation with a **dynamic, committed and fun team** in the heart of Brussels.

Location: As our contracts are subject to Belgian law, candidates must be committed to **official registration** in Belgium and working from our **Brussels office**. We offer **teleworking possibilities from home or abroad**, subject to our remote working policy and organisational needs.

Hiring process:

Applications for the position should be sent **by 31 March 2026** by e-mail to **apply@beuc.eu** with subject line: **Training and Project Assistant**.

Your application should include the following documents:

1. **A curriculum-vitae, with no photo.**
2. In a separate file, **answers to the following questions:**
 - Why would you like to work at BEUC? *[Maximum 250 words.]*
 - Why should BEUC appoint you? *[Maximum 250 words.]*

Any incomplete application will be disregarded, and only short-listed candidates will be contacted.

The first round of interviews is expected to take place as of 08 April 2026 with the **HR Officer** and the **Project and Training Coordinator**.

A second and last round of interviews will be planned afterwards with the **Director General, the Director of Communications and Capacity Building, the HR Officer** and the **Project and Training Coordinator**.

For immediate entry into function.

BEUC is an equal opportunities employer. We encourage candidates of diverse backgrounds to apply. Please do not include a photo in your CV.

Privacy notice: In line with BEUC's [privacy policy](#), the personal data we process 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 may 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.