

Brussels, January 2023



**Cycling
Industries
Europe**

Cycling Industries Europe. Project and Policy Coordinator

Are you developing a career in EU public affairs and are ready to step up to a new level? Your next move could be part of a growing industry, recognised by the European institutions for the role it plays in helping people reduce their carbon footprint and lead healthier lives.

We have a current vacancy for an ambitious Coordinator to join our team and provide coordination and support for our communities, linking the businesses represented by CIE to political developments supporting sustainable mobility and tourism.

[Cycling Industries Europe](#) is the voice of cycling business, actively promoting the sector in Europe and worldwide. Our ambition? To support the growth and potential of the cycling industry to help deliver Europe's environmental, economic and societal objectives. We bring together all businesses involved in cycling – from manufacturing to services – to build a common vision for the sector at large and speak to the EU Institutions to make bicycle usage an integral part of the European way of life.

We engage with the European Institutions to show why and where the cycling industry offers solutions. We draw knowledge and insights by coordinating multiple industry expert groups and take part in EU-supported projects to showcase the potential of cycling-based services, such as logistics, smart mobility and bike sharing.

We are looking for someone able to support working groups with studies, communications and policy research. You will work closely with our staff team and our network of companies and experts in these fields, organising working groups and identifying EU recommendations. A strength in data analysis and understanding research will be particularly valuable in this role.

Application

A recruitment pack for the post with more information can be found below

A CV together with a covering letter expanding on the application for the post should be sent in confidence using the email address info@cyclingingindustries.com by close of business on Friday 20th January 2023. Include details of your current salary in the covering letter.

Cycling Industries Europe aisbl.
Avenue Marnix 17, 1000 Brussels, Belgium.
www.cyclingingindustries.com
info@cyclingingindustries.com

Supporting Information

About CIE.

The members of Cycling Industries Europe come from across the globe and represent the entire business eco-system, from bicycle and parts makers to bike sharing, cycle logistics, online services, financial services, infrastructure, tourism and consultancy.

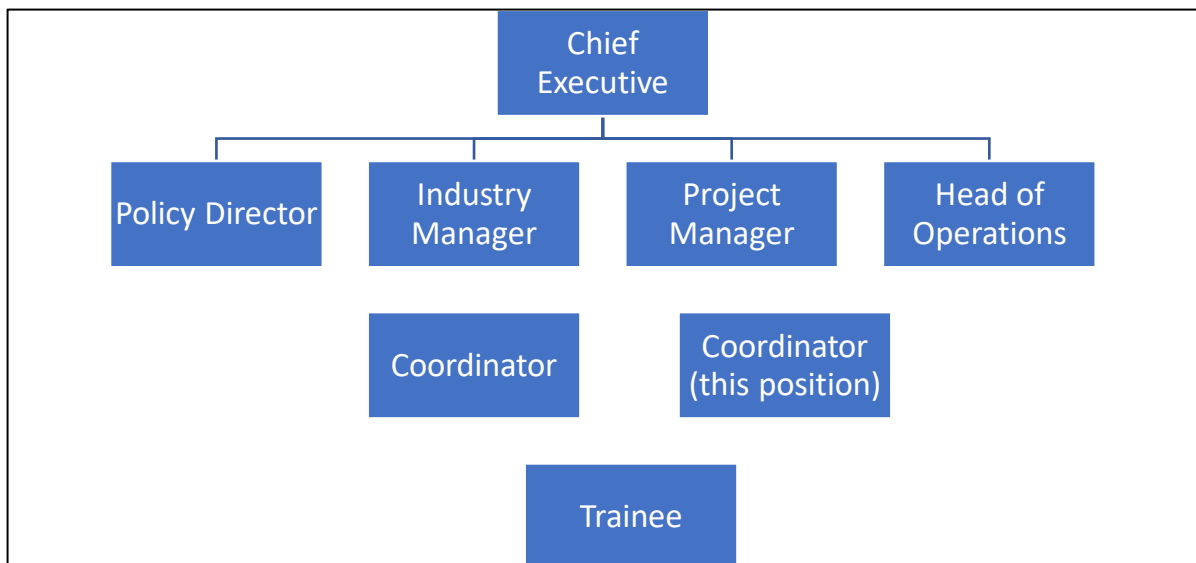
CIE Members reflect the diversity, innovative and growth potential of the sector – all of which we aim to harness for a cycling future for Europe.

What we do

- Act as a united voice for the cycling business and together with our members promote the best interests of the sector.
- Grow cycling in Europe, for the benefit of society and the benefit of cycling businesses.
- Make cycling a key part of the sustainable industry and mobility transitions under the EU Green Deal.
- Actively communicate the benefits of cycling to decision-makers, politicians, businesses, the media, the public and other relevant stakeholders.
- Build alliances and work in partnership with other stakeholders such as civil society, other business sectors and global partners.
- Deliver the private sector and technological contribution to growth of cycling in Europe by encouraging investment.
- Support conditions for a positive business environment and a successful investment climate, creating employment and growth.
- Form a networking platform for members and interact with wider constituencies.
- Run European Expert Groups in areas of common interest to our members.

Find out more at www.cyclingindustries.com

Our staff structure



Job Description and Responsibilities

Policy and Projects Coordinator Reports to: Project Manager

Our recruitment process is designed to encourage the successful candidate to work to their strengths and ambitions in partnership with other colleagues. There is considerable scope for the successful candidate to grow their own portfolio of activities over time. Nobody at CIE is ever bored!

Scope of Role:

The primary purposes of this role are:

- With the relevant chairs and CIE senior staff, coordinate and support the activities of working groups such as Expert Groups and task groups (meetings, membership, agendas, action points, communications etc.)
- Researching EU topics, preparing European recommendations on policy, regulations and deployment and advocating them to the EU institutions, member states and allied associations.
- Assisting in project management, including organising and coordinating events and workshops, drafting and delivering communications and dissemination tasks (publications and social media) and project reporting.
- Managing data and analysis – interpreting external sources, carrying out internal studies and presenting results in written and oral format for diverse audiences
- Managing the day-to-day tasks of the Communications Trainee.
- Networking with CIE members and engaging them in the work of Expert Groups and projects.
- Other duties as agreed by the CIE Management

Performance Indicators:

- Coordination and organisation of tasks to expectations of deadlines and quality
- Ability to operate under own initiative in support of Expert Groups
- Timely and accurate reporting for European projects

Personal requirements:

- This position can be compared to a Junior Policy Officer in other organisations and is relevant to those with professional experience in a similar role, or ambitious candidates for which this is a next step.
- Experience should preferably include supporting international working groups and/or EU co-funded projects.
- Able to organise meetings, carry out research and publish original content through a range of social media, Microsoft Office software, event management, video conferencing and mailing tools
- Proven record in managing data and analysis
- Excellent organisational and communication skills
- Hardworking, motivated, stress resilient and proactive attitude
- A reliable, flexible and responsible team player with an ability to multitask
- Thrives in a multicultural environment
- Fluent in English, both oral and written; French/Dutch or other European languages advantageous.
- Be legally allowed to work in Belgium
- Bachelor or equivalent in communications, political science, marketing or related field; and
- Strong interest in cycling, mobility and public affairs is an asset.

Employment arrangements, terms and conditions etc.

These terms and conditions are indicative and will be confirmed during the recruitment process. No detail expressed here can be considered part of an employment offer. We reserve the right not to make an appointment based on this current advertisement and to re-advertise on our terms.

We apologise, but due to limited capacity only candidates selected for interview will be contacted.

We aim to offer an employment package in line with similar NGOs in our sector.

Package

This is a full time, permanent post

- Salary and benefits relevant to experience and role.
- Lunch vouchers and travel allowance.
- 20 days legal and 10 days extra-legal holiday per year

After 12 months service

- Extra-legal pension
- Health Insurance.

Dates, hours and location

- The vacancy is now, therefore we expect the successful candidate will be available to start no later than 1st April 2023, preferably sooner.
- Candidates must have the legal right to live and work in Belgium. Our team is based in Brussels and the candidate will live and work close enough to attend the office as required.
- CIE's work at home policies have been developed during the period of the COVID 19 pandemic, in line with our own needs and Belgian regulations. Employees currently have the option to work in the office or work at home some or all of their working week, but must attend the office for meetings and joint activities as required.
- Regular travel is expected as part of this role.