



## **Job description - Technical & Regulatory Affairs Manager**

### **Description of the Association**

The European Coffee Federation (ECF) is the voice of coffee industry and trade in Europe. For over 40 years, our activities, based on technical expertise and insights, cover pre-competitive matters impacting the European coffee industry. We offer a transparent forum for exchange and promote the sector's common interests in the largest coffee consuming continent, representing over 30% of the world's coffee consumption.

With 15 national associations and 31 companies as members across Europe, a Brussels-based team and a network of top-notch experts, ECF interacts with stakeholders across Europe and beyond.

Food safety is paramount to the coffee industry. To meet increased needs on food safety, we are looking for a part-time (50%) Technical & Regulatory Affairs Manager.

### **The Role**

The job holder will analyse and disseminate relevant information to members and relevant stakeholders, covering technical, scientific, and legislative areas of interest for the coffee industry. The job holder will also develop ECF positions in those areas.

The job holder will be part of a multicultural team and will be expected to support and collaborate with our member organisations and companies, monitoring all policy, legal and regulatory developments on key priority issues relevant to the sector. Representation of ECF's interests wherever appropriate and whenever necessary is also expected.

The candidate must be self-motivated and capable of working on her/his own initiative whilst maintaining and promoting excellent relations with the team and all ECF members. The person will be reporting directly to the Secretary General and will work closely with the Chairs and members of the ECF Contaminants and Technical & Regulatory committees and sub-working groups.

### **Main responsibilities**

- Monitoring, analysing, and managing sector-relevant EU regulatory issues, e.g. contaminants, pesticides, labelling, product environmental footprint, etc.
- Gathering and distilling information on key issues to provide clear and concise information to ECF members.
- Providing sound and timely regulatory & political advice and being the secretarial support to relevant ECF committees and working groups (preparing and facilitating meetings).
- Liaising with and ensuring alignment with members while driving the development of sector's positions and implementing advocacy strategies by preparing responses to consultations, position papers, guidance documents, technical briefings, etc.
- Representing industry interests towards EU institutions, relevant industry associations and public forums/platforms.
- Developing and maintaining a network of relevant contacts and establish effective working relationships with key stakeholders, decision makers, and opinion formers within EU institutions and other key organisations including FoodDrinkEurope, WHO, Codex, etc.
- Supporting the Secretariat with administrative tasks when required.

### **Profile**

This role requires a wide range of skills from data collection and analysis to the dissemination of pertinent messages to different audiences. The candidate must be able to demonstrate a successful track record incorporating the following key elements:

- The successful candidate will have a university degree in food science or technology with a minimum of 3 years of relevant experience in the food industry or in an industrial or trade association context, preferably in a technical or regulatory role.



- Technically competent to understand and analyse wide-ranging issues affecting the industry and their implications.
- Ability to transform complex technical/scientific data into clear, structured, concise, and convincing communication and adjust language and style to specific target audiences.
- Service- and result-oriented team player with pronounced service orientated attitude. customer focus.
- Ability to multitask and manage different priorities/deadlines when working independently with strong attention to detail.
- The candidate should also establish a positive and engaging atmosphere with members and relevant stakeholders and be reliable, solution-oriented, organized, rigorous, and proactive, as well as with strong ethical values.
- Capacity to handle & deliver services with a high level of independence and in a timely manner.
- Excellent working knowledge of the EU institutions and legislative process.
- Excellent oral and written English.
- Strong expertise in Microsoft Office (especially Excel).
- Be willing to travel as required.

**Applications without the following requirements will not be considered:**

1. Excellent command of written and verbal communication skills in **English**.
2. Graduate with a University degree or equivalent in food science, food technology or nutrition.
3. EU citizenship.

**We offer**

- Exposure to diverse policy areas and the possibility to explore a variety of topics.
- Engagement with a small, but dynamic and passionate team, and interaction with major international players.
- Contract of indefinite term at 50%
- Employment contract under Belgium law.
- An attractive remuneration package, including benefits such as meal vouchers and public transport ticket.

Location: Brussels/remote

The jobholder will start as soon as possible.

**How to apply**

Please send your application to Eileen Gordon ([egordon@ecf-coffee.org](mailto:egordon@ecf-coffee.org)), ECF Secretary General, with "Technical & Regulatory Affairs Manager" in the subject line.

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

- A short motivation letter. The letter (maximum two pages) should outline your suitability and motivation for the post. It should explicitly reference how your profile matches the different job requirements described above. Please also include with your application the names and contact details of two people (ideally a current or former line manager or supervisor) who could provide a reference in case you are short-listed for an interview.
- A detailed curriculum vitae

Application deadline: 30 April 2021 12.00 PM (CEST). Applications will be accepted until a qualified candidate is selected, at which time the recruitment will be closed.

Please note that only shortlisted candidates will be contacted.

**Further Information**

In case you have questions, please send them to [egordon@ecf-coffee.org](mailto:egordon@ecf-coffee.org). More information about the European Coffee Federation (ECF) can be found at [www.ecf-coffee.org](http://www.ecf-coffee.org).