



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 16 national associations and 36 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 full-time 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 and represent ECF's interests wherever appropriate and necessary.

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, 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, the Global Coffee Platform, etc.
- Supporting the Secretariat with administrative tasks when required.

Profile

- The successful candidate will have a university degree in food science, technology or related fields 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.



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- 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.
- Ability to multitask and manage different priorities/deadlines when working independently with strong attention to detail.
- 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.
- Permanent full time contract under Belgian law.
- An attractive remuneration package, including benefits such as meal vouchers and public transport ticket.

Location: Brussels (option for some home working).

The jobholder will start as soon as possible.

How to apply

Please send your application to Eileen Gordon (egordon@ecf-coffee.org), ECF Secretary General, with "Technical & Regulatory Affairs Manager + name" 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: 28 April 2022 12.00 PM, CET. 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. More information about the European Coffee Federation (ECF) can be found at www.ecf-coffee.org