

A part time position as **an English Language Editor** has become available at the ETUC.

Flexible hours, approximately 2.5 days per week.

Applications welcome from freelance editors who wish to remain independent.

Start date: Early September 2019

### **Main Duties and Responsibilities**

- Draft/edit articles and speeches for the ETUC General Secretary and other members of the elected leadership team as necessary
- Edit/proof-read key documents for ETUC statutory bodies
- Proof-read official letters from the General Secretary
- Edit/proofread texts for the ETUC website and social media including the ETUC monthly newsletter
- Write or edit other materials as instructed by the Head of Press & Communications
- Work with the Head of Press & Communications to sharpen and simplify ETUC messaging
- Edit major policy texts for the next ETUC Congress (2023)

The post involves working to the ETUC's Head of Press & Communications, with staff of the Communications Department who lead on social media and online content, and with the General Secretary's office.

### **Skills/experience required**

- Native-equivalent English
- Excellent English writing, copy editing and proof-reading skills
- Not less than two years' experience as a copy editor or (speech) writer
- A relevant University degree
- Knowledge of EU affairs and/or trade unions preferred

### **We offer**

The ETUC offers a competitive salary, excellent working conditions and a challenging job as part of a dynamic and multicultural team.

To apply please send CV and a one-page letter of application in English to [vacancy@etuc.org](mailto:vacancy@etuc.org) by Friday **5<sup>th</sup> July 2019**.

Successful candidates will be invited for written tests and interviews between the 10 – 12 July 2019.

Only successful candidates will be contacted.