

JOB PROFILE ERFA SECRETARY GENERAL

OVERALL PROFILE

- Self-starting/leading and able to lead organisation with no direct supervision
- Strategic vision
- Excellent verbal and written communication skills

LANGUAGE

- Very high standard English written and spoken
- Good standard of at least one other European language
- Knowledge of French would be helpful

SKILLS

- To lead and implement strategy and policy priorities for the organisation
- Able to devise and articulate policy positions verbally and in writing
- To write letters, press statements, policy papers in English
- To prepare and make presentations/speeches
- To prepare and monitor budgets using spreadsheets
- Managing staff
- IT literate with ability to use all Microsoft products and update website

KNOWLEDGE

- Understanding of the workings of EU institutions and the decision-making process
- Knowledge of European legislation

EXPERIENCE

- Railway and/or freight sector understanding (ideally)
- Working with European Institutions
- Running an organisation or team
- Lobbying/policy work

If you believe you meet the profile requirements, please send your CV and motivation letter in English by **24 September 2025** to apply@erfarail.eu

The first round of interviews will take place in October.

Due to the large volume of applications, only shortlisted candidates will be contacted for interviews.