



Brussels, December 2022

Adviser to the Management

The EACB is looking for a motivated professional to join its team.

PURPOSE OF THE ROLE

The adviser works closely together with the Chief Executive Officer (CEO) to assist in the reflection on and preparation of internal and external strategic matters and communication material of the Association. The adviser will support the Management Team with the organisation of meetings of the EACB President, the EACB Board as well as of the EACB General Assembly and the preparation of the respective dossiers. The adviser will also be involved in implementing the overall communication strategy ensuring a coherent, sharp image of the Association to increase its corporate identity and visibility.

KEY RESPONSIBILITIES OF FUNCTION

- **Support to CEO in the preparation of strategic matters**
 - Monitoring/reporting on legal operational matters relevant for the Association and drafting of respective policies/procedures
 - Support in drafting the multi-annual EACB Strategy, EACB yearly Workplan and concepts for other strategic projects
 - Assistance in managing member relations in Europe/internationally and in developing contacts with potential members
- **Preparation of meetings of the EACB President, the EACB Board and the General Assembly**
 - Support in drafting email communications, briefings, presentations
- **Support in drafting of speaking notes, speeches, interviews, articles and newsletter contributions for the President and the CEO**
- **Preparation and organisation of bilateral high-level meetings** between international policymakers/regulators and EACB Board members/senior cooperative bankers in cooperation with the relevant colleagues
- **Editorial tasks for communication products**
 - Ensuring the coherent style and quality of EACB communications materials including press releases, newsletters, social media postings, teasers for position papers, leaflets, letters, invitations and website
- **Pro-active support of the management team in their engagement planning**
 - Administration of engagement trackers & consultation tables
 - Maintaining the Team Reference Book & organisation of team events

The voice of 2.700 local and retail banks, 87 million members, 223 million customers in Europe

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- **Management of the extranet (for members) and the intranet (for the team)**
 - Development and implementation of structure & guidelines for the extranet and intranet (SharePoint)

PROFILE

- University graduate in a relevant field (economics, finance, law, international relations, administration or similar);
- Native IEnglish (or equivalent level), proficient knowledge of any other EU language is an advantage;
- Interest in European affairs and the financial sector
- Affinity with strategical and conceptional work
- Distinctive writing and analytical skills
- Excellent interpersonal skills in a multi-cultural environment to cater to various stakeholder groups
- Good knowledge of Microsoft Office
- Flexible, pro-active, structured and independent work attitude, team spirit and discretion

BENEFITS

The European Association of Co-operative Banks (EACB) is an international non-profit association based in Brussels which represents the interests of co-operative banks in Europe with 27 members representing 2.700 local banks. Co-operative banks have a long tradition in serving 223 million customers, mainly consumers, retailers and SMEs with a total average market share of about 20%. Further information on the association is available on www.eacb.coop.

The EACB offers a dynamic work environment in an international team of policy experts at the midst of European Union policymaking. The adviser will have exposure to top-level management and policymakers from the financial sector. The Association offers a competitive remuneration package, including among others lunch vouchers, group insurance and transport allowance.

APPLICATION PROCESS

Please address your CV and motivation letter by **31 December 2022** to:

Ms. Nina Schindler

Chief Executive Officer

European Association of Co-operative Banks

Rue de l'Industrie 26-38

1040 Brussels

Via email: secretariat@eacb.coop

PRIVACY POLICY

Please note that the EACB process your submitted data for recruitment purposes only. It will not be shared with any third party. The data will be stored until the recruitment process is terminated. Your data will then be deleted unless you explicitly inform us that it shall be kept in our database for possible future job openings.



Here's a link to the EACB privacy policy. In this policy, you will find information about our compliance with GDPR (data protection law.) It also displays how to send us a requests to let you access your data, to delete your data, to correct any inaccuracies or to restrict us in processing your data .