

## PROJECT OFFICER - SKILLS AND INNOVATION DEPARTMENT

EURATEX is looking for a Project Officer to join its Skills and Innovation department.

EURATEX aims to implement the objectives of the [TCLF Pact for Skills](#), one of the flagship actions of the [European Skills Agenda](#). These efforts aim to ensure that the 1.3 million people currently employed in the textile and clothing sectors are equipped with the necessary skills to adapt to technological advancements and sustainability demands. EURATEX is both coordinator and partner in several EU-funded initiatives focused on skills and education. We are also coordinator of the [Textile, Clothing, Leather and Footwear \(TCLF\) Large-Scale Skills Partnership](#), also known as TCLF Skills Alliance.

As a Project Officer within the Skills & Innovation team, the successful candidate will also contribute to EURATEX's work on innovation and new technologies, in particular the EU's digitalisation initiatives.

### **Main tasks include:**

- Daily managing of EU-funded project(s), with a particular focus on education & skills.
- Preparing and delivering project outputs in coordination with other team members and project partners, drafting project-related reports (technical and financial), and communication materials, such as newsletters, social media content to ensure effective dissemination of project outcomes.
- Organising in-person and online meetings and events, as needed, to support project goals.
- Acting as EURATEX contact point for the relevant EU DGs and services and other stakeholders involved in the projects.
- Liaising with EURATEX members, project partners, and other stakeholders, as needed.
- Contributing to the identification of new project opportunities and to the drafting of new project proposals.
- Supporting the policy work of the Skills and Innovations team through the drafting of policy documents, participation in meetings and stakeholders' engagement.

### **Qualifications:**

- Minimum of three years' demonstrated experience in the management and implementation of EU-funded projects, preferably in programmes, such as Erasmus+, Single Market Programme, or Horizon Europe.
- Strong organisational and time-management skills, with the capacity to manage multiple responsibilities in parallel and meet deadlines.
- Excellent command of English, written and spoken; additional languages would be an asset.
- University degree in a relevant topic such as business administration, political sciences, international relations, law, or equivalent.
- Strong interpersonal and communication skills, with a collaborative and proactive approach. Ability to work both independently and as part of a team.
- High proficiency in Microsoft Office and general IT literacy; familiarity with social media tools and digital communication platforms would be an asset.
- Knowledge of the textiles and clothing sector and/or of policies related to skills, education, and workforce development would be an asset.

### **What we offer:**

- A permanent contract under Belgian law.
- Competitive remuneration package including meal vouchers, pension plan and supplementary health insurance.

- A flexible work environment with a dynamic multicultural team.
- Opportunities to travel within Europe depending on project needs.

Ideally, the candidate should be available to take up this position as soon as possible. The successful candidate must be in possession of a valid Belgian work permit.

An updated **CV** and **motivation letter** should be sent to Ms Elena Tosevski ([info@euratex.eu](mailto:info@euratex.eu)) by 25 July 2025, clearly stating **Skills Project Officer** as a reference. Please note that while this is the application deadline, interviews will be conducted on a rolling basis, so early applications are encouraged.

Applicants hereby consent to the processing of their personal data by EURATEX for recruitment purposes. Regretfully, only shortlisted candidates will be contacted. EURATEX pursues gender balance and diversity in its recruitment policy.