



Forum Train Europe, the European platform for Railway Undertakings for Capacity Management and Timetabling, offers:

Graduate Traineeship

Who We Are?

Organising the European Timetable Conferences for nearly 150 years, Forum Train Europe is the European platform for Railway Undertakings and service companies for Capacity Management and Timetabling. FTE's mission is to serve as the think tank and network service provider in these areas. The association promotes the European-wide standardisation of processes and tools, develops the future management of capacity on the whole continent and by this helps to increase the competitiveness of rail. At present, the association has around 90 members in 30 European countries, doing business in both passenger and freight markets.

Traineeship Opportunity: Building a Career in the Railway Sector

We invite a PhD/master's university student or graduate to become part of our experienced and committed team for several months and by this boost her/his career. Under the traineeship program, FTE offers a unique opportunity to experience the work at an international association already at the starting level. We believe that an early understanding and analysing of the bigger picture of railways (within the scope of FTE activities) benefits the trainee before they start a job with specific tasks. The knowledge might help them to later better understand the motivations of various stakeholders and the context of challenges to be overcome.

During the traineeship, you will work on real projects actively contributing to our organisation's daily operations. This hands-on experience will not only enhance your soft skills but also provide a solid foundation in the railway business. Therefore, the traineeship is very suitable for a person with a passion for railways and high motivation to pursue a career within the railway sector, for instance, to work for one of the FTE members.

There is an option to incorporate the traineeship into your academic PhD/master thesis if it aligns with FTE's working program, note the listed limited number of [thesis topics](#). However, incorporating a traineeship into your academic thesis is completely optional.

Our office is located in Bern within the welcoming and stimulating work environment of Swiss Federal Railways (SBB). We are used to working remotely, thus your exact physical presence at the office is upon the mutual agreement. Nevertheless, you should expect several business trips over Europe.



Forum Train Europe
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Exciting Opportunities

At FTE, we take the involvement of trainees in our work very seriously and we try to guide them with passion, respect and motivation towards their future careers. We establish a regular dialogue, and we listen to their interests and skills so that we can involve them in a constructive, challenging and interesting way.

Exact tasks will depend on your capabilities, profile and changes in the FTE working programme, but you might look forward to:

- Joining 1-2 projects as a project team member, working under supervision and individually;
- Engaging in creative tasks that contribute to the development of European standardisation and future capacity management processes and systems for instance:
 - drafting future business processes (e.g. for temporary capacity restrictions, allocation priority criteria, service facilities),
 - supporting the change management of the [TTR programme](#), currently one of the most important railway projects in Europe, which will totally change the planning and allocation of capacity;
- Supporting our members and us in:
 - organisation of timetabling conferences to harmonise European trains for the next timetable period,
 - organisation of international working groups of RUs and other railway stakeholders,
 - in EU funding applications;
- Developing and refining your soft skills in an international business environment, interacting with representatives of Railway Undertakings and other stakeholders;
- Opportunities for business trips throughout Europe (on board of a train, also on long distances).

Your Profile:

- High motivation and passion for railways;
- A general understanding of FTE mission and ongoing activities;
- Fluency in English (B2+, note that although FTE is based in Switzerland, no knowledge of German and French is required);
- Outstanding language skills in another language of the EU (especially PL, HU, SI, HR, RO, BG, DE) is considered a plus;
- Proficiency in MS Office;
- Any of the following topics of interest are considered a plus:
 - Timetabling and rail capacity planning,
 - Logistics – multimodal transport,
 - Allocation and train priority criteria / cost-benefit analysis,
 - Rail infrastructure charges,
 - Communication and design.

Conditions of the Traineeship:

- Application: Can be submitted at any time, but we recommend you apply in advance as we accommodate only 1-2 trainees at a time.
- Duration: We prefer long-term traineeships with a duration from 5 to 10 months. Our philosophy is that the traineeship shall be a win-win opportunity. While you gain interesting and valuable experience, the FTE members can benefit from a motivated person with a fresh perspective, who is trying to actively contribute to their activities and interests. We believe this requires a certain commitment period. The start and end days of the traineeship will be mutually agreed upon and an extension is possible. Work Location: Our office is located in Bern within the welcoming and inspiring work environment of Swiss Federal Railways (SBB). However, a significant part of the work can be done also remotely, thus the exact amount of physical presence at the office is upon the mutual agreement. Financial considerations can be discussed, enabling you to spend selected weeks in Switzerland and others on business trips within Europe.
- Grant: While FTE does not provide grants, you can explore scholarships from your university or other EU/national funds. Please note that some universities might exclude Erasmus funding as FTE is based in Switzerland. You are responsible for your own health insurance. We believe in equal opportunities and are open to flexible working arrangements that suit your needs. We can accommodate flexible working days and hours, and in some cases, we may agree on a hybrid model considering your financial situation (see above). Depending on the candidate, FTE might for instance reimburse the travel expenses related to the stay in Switzerland or agree on a cost-neutral hybrid model.
- Business Trips: You can expect to be sent on several interesting business trips across Europe and all related expenses are fully covered by FTE.
- FTE supplies a PC, sim card and office stationeries.
- FTE reserves the right to reject any application. The completion of the traineeship does not claim any right for future employment by FTE. Currently, the railway sector experiences an increasing shortage of highly qualified staff. At FTE, we would like to help you to find your way to our sector. You should not expect that you will stay afterwards at FTE, but we would be very pleased if you would successfully apply for a job with one of our members or in the railway system.

We are looking forward to receiving your application. Please submit to info (alt) forumtraineurope. eu:

- your CV (including information about accomplished thesis and relevant courses),
- a short motivation letter or presentation (up to 3 slides),
- preferred period of traineeship

Suitable and interesting candidates will be called for an interview conducted in English.