



Service Advert

General administrative support

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association of environmental authorities of the European Union Member States, acceding and candidate countries of the EU, EEA and EFTA countries. The association is registered in Belgium and its legal seat is in Brussels. Currently, IMPEL has 57 members from 38 countries and its working language is English.

The Network's objective is to create the necessary impetus in Europe to make progress on ensuring a more effective application of European environmental legislation. It promotes the exchange of information and experience, the development and enhancement of environmental regulation and of environmental public authorities and their practitioners. IMPEL has developed into a widely known organisation in the environment field and is mentioned in a number of EU legislative and policy documents.

The Network is looking for a provider of general administrative support, to perform a variety of administrative and clerical tasks. The service provider will support the IMPEL Board, Programme Steering Committee, General Assembly and Expert Teams.

The services required will include the following activities:

Communication

The service provider will:

- Collect and distribute all relevant information to National Coordinators, Board members, member organisations and other interested parties. This includes surveys, messages from the Board to the General Assembly or IMPEL experts, writing individual letters and adverts, and other ad hoc activities as required.

Supporting the IMPEL network

The service provider will support IMPEL's Board, Projects, General Assembly, Expert Teams and experts with the following activities:

- Communicating and following up on initiatives, activities and developments within the Network,
- Collect meeting information, managing IMPEL calendar, provide for standardised event support and carry out registration procedures for IMPEL events if necessary,
- Assist in distributing meeting documents and document meeting participation if necessary,
- Write and distribute emails, correspondence memos, letters, faxes and forms,
- Provide backup for setting up teams video conferences with specific demands (e.g. voting),
- support basecamp communication from Board, Projects & General Assembly to the network,
- Update the IMPEL website in coordination with Board/ Dissemination Service Provider where necessary.

Membership

- Develop and maintain mailing lists, contact lists and contact information as part of the Manifestation of Interest (MOI)
- Update and maintain the network contact information on Basecamp

Conditions

The offered service contract will initially be commencing on January the 1st, 2025 and is planned to end on 31st December 2027. The network is seeking continued service in this field. The estimated time for this service is 125 working days per year (to be defined).

As IMPEL's administrative and financial workload varies considerably over the year, the service provider must be able and willing to balance service times of high demand in late spring/early summer and autumn/early winter with times of low demand at the beginning of the year and over the summer. As work will be carried out from individual workplaces, service providers in the IMPEL Secretariat must proactively coordinate with each other and seek necessary coordination from the Board.

Payment will be based on typical local pay at the place of service and on personal experience; qualified quotes are welcome.

For more information on the position please contact: Florije Kqiku florijekqiku@impel.eu

To apply, please send your Curriculum Vitae and a short letter of motivation explaining your suitability for the role and email to the abovementioned address by 17:00CET on 31st October 2024. Shortlisted applicants will be informed by the 4th of November; teleconference interviews with those shortlisted will be conducted shortly after this date.

Requirements & Skills

- 1) Bachelor degree; additional qualification is a plus
- 2) Proficiency in MS Office (MS Excel and MS PowerPoint, etc.)
- 3) Excellent self-organisation and time management skills and the ability to prioritize work
- 4) Pragmatism, attention to detail and problem solving skills
- 5) Excellent written and verbal communication skills in English
- 6) Strong organizational skills with the ability to multi-task
- 7) Building effective working relationships with a diverse range of people
- 8) Ability to operate effectively both independently and as a part of a team of service providers and IMPEL members, prioritise own workload and manage competing demands to ensure tasks are completed on time and to a high standard

Desirable

- 1) Written and spoken knowledge of additional European language(s)
- 2) Experience of working internationally
- 3) Interest in environmental protection