



Service Advert

IMPEL Project Result Marketing and Dissemination

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 responsible Marketing and Dissemination support to process, present, disseminate and propagate the result of IMPEL's activities.

The services required will include the following activities:

Condense, layout and design IMPEL activity results

- Summarise and systematise project results in close cooperation with the project lead
- Create operational electronic formats of recommendations, guidelines, "story books", checklists, forms and other tools that support practitioners' work in environmental authorities or promote compliance with environmental regulation,
- Develop a common "IMPEL brand" lay-out for electronic project and activity result presentation,
- Work on subsequent abstracts of prioritised project reports which are already presented in the current IMPEL website,
- Build and enhance IMPEL's picture and illustration database while ensuring and documenting compliance with intellectual property rights.
- Support any activities required in the maintenance and development of the IMPEL website.
- Organise translation of IMPEL project outputs where necessary

Communication and Marketing

- Present processed activity results both at IMPEL's internal communication platform and – after adoption at the General Assemblies – at IMPEL's website, building a "library" for a knowledge transfer and training purposes,
- Create links to other relevant projects,
- Identify and improve, in close collaboration with the competent experts, adequate IMPEL activity output useful for vocational training of environmental experts and stakeholders,
- Collect feedback on propagated material.
- Develop an IMPEL newsletter on project and network activities
- Working with the existing provider of Travel and Meeting management and dissemination services to coordinate activities.



European Union Network for the Implementation and Enforcement of Environmental Law

Supporting the IMPEL network

- General Communication and support of members and stakeholders in answering requests on project initiatives, activities and information available within the Network,

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).

IMPEL's workload varies considerably over the year. Therefore, 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 own 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. The services should be provided remotely from an own place of work, liaising with the Board, Expert Team Leads and other service providers as necessary.

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) Excellent skills in electronic document- /brochure-/presentation- design
- 3) Experience in adult education / trade journalism/ media designing/publishing or comparable
- 4) Proficiency in adequate lay-out programs and in MS Office (MS Excel and MS PowerPoint, etc.)
- 5) Excellent self-organisation and time management skills and the ability to prioritize work
- 6) Pragmatism, attention to detail and problem solving skills
- 7) Excellent written and verbal communication skills in English
- 8) Strong organizational skills with the ability to multi-task
- 9) Building effective working relationships with a diverse range of people
- 10) 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 international, interest in environmental protection.