



Service Advert

IMPEL Travel and Meeting management and Dissemination support

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

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

IMPEL is looking for a qualified service provider for travel and meeting management and dissemination support.

The service provider will support IMPEL meetings and activities by supporting travelling and transfers, accommodation selection, negotiation, contracting and booking. The service provider will manage collaboration and necessary agreements with IMPEL travel service provider(s) according to IMPEL's procedures and in collaboration with the IMPELs project management support, administrative support, financial management and Board. For each physical meeting, the service provider will collaborate closely with the project managers and the hosts and provide appropriate support for the type of meeting. For virtual and hybrid meetings, organizational and practical support of videoconferences in collaboration with project managers and other IMPEL service providers are required.

The service provider will process, present, disseminate and propagate IMPEL's activity results and perform supporting administrative tasks, in coordination with the service provider for Project Result Marketing and Dissemination.

The services required will include the following activities:

Travel and meeting management

1. Propagation, preparation, organisational and operational support of virtual and hybrid physical Conferences in collaboration with other implementation networks and comparable events with other partners or under the sole responsibility of IMPEL
2. Oversight and coordination of travel and event support provision in IMPEL.
3. Preparation, organisation and operational support of the General Assembly's virtual and hybrid physical meeting, together with all other service providers in the Secretariat
4. Preparation, organisation and operational support of Expert Teams' and projects' virtual and hybrid physical events and conferences. Support Project Managers with registration form preparation, comms, and guidance.
5. Be the main contact for liaison with the travel provider and admin for the travel platform. Support members with bookings.
6. Further development/improvement of reliable standardised "components" (/forms) available for all service providers and office holders, on event management, travel and hotel requirements in collaboration with Financial Officer, Expert Team Leaders and Board, and diligent and timely assistance to Project Managers and Project Participants on their practical application.
7. Establish all necessary conditions (e.g. travel authorisation profiles, traveller lists) for IMPEL Board, Project Managers, experts and invitees to use the hired IMPEL travel service provider(s), hotel group bookings etc. and for them to participate in IMPEL events in compliance with all IMPEL procedures.
8. Any administrative task directly related to the activities mentioned above.

Dissemination and communications

1. Summarise and systematise project results in close cooperation with the project lead and dissemination service provider
2. 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,
3. 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,
4. Propagate published results in relevant social media channels like Facebook, Twitter, LinkedIn and Instagram.
5. Create links to relevant other projects,
6. Identify and improve, in close collaboration with the competent experts, adequate IMPEL activity output useful for vocational training of environmental experts and stakeholders,
7. Collect feedback on propagated material.
8. Working with the existing provider of dissemination services to coordinate activities.

Supporting the IMPEL network

The service provider will play a key role in internal communication, networking facilitation, membership management and support.

Conditions

The offered service contract will ideally be commencing on 1st January 2025 is planned to run until 31st December 2027. However, 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 with times of low demand. As work will be carried out from individual workplaces, service providers for 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) Relevant working experience in travel and hotel organization, meeting support, management assistance
- 2) Communicative, outgoing, assertive, persistent; good negotiating skills
- 3) Excellent organisational skills, efficient through best practice observation, high attention to detail
- 4) Building effective working relationships with a diverse range of people
- 5) Very good level of English, written and oral
- 6) Ability to operate self-organised, flexible and effectively both independently and as a part of a team of service providers and IMPEL members,
- 7) Willingness and ability to adapt to shifting workloads over the year, to prioritise own workload and manage competing demands, to ensure tasks are completed on time and within good practice
- 8) Experienced user of relevant software tools (for example Outlook, MS Teams, Google forms, Word, Excel, etc.

Desirable

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