



European Union Network for the Implementation
and Enforcement of Environmental Law

Service Advert

IMPEL travel and meeting management, dissemination and administrative 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.

The Network is looking for a qualified service provider who will provide travel and meeting management, dissemination and administrative support for IMPEL.

IMPEL organises many meetings and events throughout the year as part of its projects and networking activities. It is really important for members, to make the processes to arrange and participate in these meetings as simple as possible. This service provider will support this through administration of the booking systems and event management procedures the network currently uses.

The services required will include the following activities:

- administration of the travel bookings system,
- working with Project Managers to prepare well in advance for meetings,
- management of participant and traveller lists,
- online meeting support and preparation
- working with the Event Management Service Provider to coordinate and provide for support IMPEL events when needed
- any administrative task directly related to the activities mentioned above,

In addition to this work (and as time allows for) the service provider will work on dissemination activities may also provide additional administrative support to ad hoc organizational needs of the network as required by the Administrative Board and in dependence of the estimated volume of overall support. These tasks may include:

1. Support production of 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,
2. Present activity results both at IMPEL's internal communication platform and – after adoption at

the General Assemblies – at IMPEL’s website

3. Assist with publishing results online and on relevant social media channels
4. Support translation of IMPEL products
5. Create links to relevant other projects,
6. Working with the existing provider of dissemination services to coordinate activities.
7. Additional administrative tasks as required.

Conditions

The offered service contract will ideally be commencing on January 1st 2025 and 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 (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 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 arranging meetings and events.
- 2) Communicative, outgoing, reliable, persistent, diligent
- 3) High attention to detail
- 4) Excellent level of English, written and oral
- 5) Ability to operate self-organised, flexible and effectively both independently and as a part of a team of service providers
- 6) 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
- 7) Experienced user of relevant software tools

Desirable

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