



Assignment Advert

Administration Officer

The European Union Network for the Implementation and Enforcement of Environmental Law (IMPEL) is an international non-profit association of the 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 51 members from 36 countries and its working language is English.

The Network's objective is to create the necessary impetus in the European Community to make progress on ensuring a more effective application of environmental legislation. It promotes the exchange of information and experience and the development of environmental legislation. 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 Secretariat provides high quality support to all areas of the network and as such the Administration Officer must have excellent communication and organisational skills to ensure the network functions effectively and continues to uphold the network's reputation. They must be flexible and independent to be able to manage their own workload and prioritise highly competing demands from a multitude of different project managers and Board members.

The Administration Officer will work closely with the other members of the Secretariat and will report to the Secretariat Manager. They must build very good links with IMPEL national coordinators and project managers. They will provide secretariat support for IMPEL meetings where needed.

A significant part of the role involves coordinating the logistical needs of the network and simple book keeping (paying invoices for example) including booking flights and hotels for a large number of project activities that take place in IMPEL each year. Attention to detail, efficiency and responsiveness are key attributes that we are looking for.

Conditions

Initially a one year contract. Start date is 01 January 2018. Range €25-32,000 pa gross, dependent on experience. The successful applicant will operate remotely from their own place of work liaising with the other members of the Secretariat on a daily basis. For more information on the position please contact: Michael Nicholson, Secretariat Manager, Tel: 0044 (0)2032897442. michael.nicholson@impel.eu

To apply, please send a Curriculum Vitae and short covering letter explaining your suitability for the role and email to Michael Nicholson by the **20 October 2017**. Shortlisted applicants will be informed by the 24 October. Face to face meetings with those shortlisted will be conducted in the week of the 30 October 2017. Unfortunately due to the volume of applications received we are not able to respond to all applications.



Role specification

Administration Officer

Key Tasks

- 1) Communications – support the free flow of information between IMPEL's members by administering the network's internal project management system (called 'Basecamp'), coordinating input into newsletters, the website and manage queries from external and internal sources.
- 2) Support key decision making bodies of the network such as the IMPEL Board and General Assembly by providing administrative support for its meetings.
- 3) Logistical organisation - Prepare logistical details for all meetings of the network including booking hotels and flights, venues and liaising with hosts of meetings.
- 4) Carry out simple book keeping activities such as paying invoices, preparing invoices to IMPEL's member organisations & liaise with IMPEL's accountant.
- 5) Manage IMPEL's membership database and provide information to members as and where necessary.

Essential

- 1) Experience of working internationally. Working with IMPEL, other European / International networks and/or the European Commission is a strong advantage.
- 2) Ability to work independently, prioritise own workload and manage competing demands to ensure tasks are completed on time and to a high standard.
- 3) Excellent communication and presentation skills, including very good level of English, written and oral.
- 4) Experienced user of main software tools (Outlook, Word, Excel, PowerPoint, etc.). Experience in maintaining websites is an advantage (i.e. Wordpress).
- 5) Excellent organisational skills & attention to detail.

Desirable

- 1) Written and spoken knowledge of additional EU official language(s) is an advantage.
- 2) Availability for missions abroad when required.
- 3) University degree and a minimum of 2 years of applied experience in the field of implementation of environmental law.