



Service Advert

IMPEL Project result editing, dissemination and marketing.

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 56 members from 36 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 to edit, disseminate and market IMPEL's project results and to develop practical self-teaching and training materials. The service provider will carry out the following activities:

Edit, lay-out and design IMPEL activity results

The service provider will:

- Improve/enhance existing abstracts and project reports/documents for better suitability as self-teaching and training materials or other tools to support practitioners' work in environmental authorities or promote compliance with environmental regulation,
- Support creation of summaries and organise actual project results in close cooperation with the project lead, and develop a set of keywords/tags to facilitate the search of materials available at the IMPEL website.
- 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,
- Build and enhance IMPEL's picture and illustration database while ensuring and documenting compliance with intellectual property rights.

Communication and Marketing

The service provider will:

- Present and introduce processed contents, project and activity results both at IMPEL's internal communication platform and — at IMPEL's website, building a "library" for a knowledge transfer and training purposes,
- Propagate published results in relevant social media channels,
- 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.

Supporting the IMPEL network

The service provider will additionally support the network with:

- General Communication and support of members and stakeholders in answering requests on initiatives, activities and information available within the Network,
- Assistance to distribute information on the network and incentivise membership,
- Stand in for general administrative support (in coordination with other service providers of IMPEL).

Conditions

The offered service contract will initially be commencing in February 2023, and is planned to end on 31 December 2024 (as the end of IMPEL's current grant period). However, the network is seeking continued service in this field. For individuals, the estimated time for this service is 80-100 working days per year (to be defined); payment will be made for the service provided and not by the hour. For businesses, payment per processed document may be agreed.

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 work places, 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.

Specification

For more information on the position please contact Jean-Luc Perrin, jean-luc.perrin@developpement-durable.gouv.fr

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 until 15:00 on 22 January 2023.

Shortlisted applicants will be informed shortly after this date and then teleconference interviews will take place.

Requirements & Skills

- 1) Bachelor degree or comparable education related to editing, creating material for vocational training, capacity building and knowledge transfer;
- 2) Excellent skills in electronic document- /brochure-/training material - design
- 3) Experience in adult education / trade journalism/ media designing/publishing, capacity building 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) Communicative and proficient in 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.