



## Service Advert

### IMPEL Travel and Meeting management and 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 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 provide travel and meeting management and 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 Administrative 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 services required will include the following activities:**

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. Preparation, organisation and operational support of the General Assembly's virtual and hybrid physical meeting, together with all other service providers in the Secretariat

3. 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.
4. Be the main contact for liaison with the travel provider and admin for the travel platform. Support members with bookings.
5. 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.
6. 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.
7. Any administrative task directly related to the activities mentioned above.

### **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 in February 2023, and is planned to run until 31st December 2024. However, the network is seeking continued service in this field. The estimated time for this service is 125 working days per year, payment will be rendered on the service provided.

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.

### **Specification**

For more information on the position please contact: Jean-Luc Perrin, [jean-luc.perrin@developpement-durable.gouv.fr](mailto: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) 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