



Service Advert

IMPEL website and general 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 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.

In order to better achieve these objectives and to increase the distribution of best practice, the network is building a new enhanced website with additional features to overcome language barriers, enlarge its offer of self-teaching and training materials and to make relevant information more accessible to environmental practitioners in public authorities.

The Network is looking for a qualified service provider who will mainly support the adaptation, technical correction and transfer of documents and other materials created through network activities into the new website and communicate with IMPEL's IT consultant, Secretariat service providers, Board and Project managers to check relevance and correctness of the material before transfer.

In addition to this work, the service provider will 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.

The services required will include the following activities:

1. Check available IMPEL project reports before transfer into new website, select tags, correct links, ensure availability of useful summaries, identify and register needs for enhancements, (if necessary, in contact with Project Managers),
2. Connect / link reports to other relevant material; provide for a common layout of reports and other material,
3. update website with new reports and materials provided from the network after authorization of content according to the procedures in place,

4. Keep an overview of enhancement tasks still to be carried out,
5. Any administrative task directly related to the activities mentioned above,
6. Any additional administrative support requested by the Administrative Board, in dependence of the estimated volume of overall support.

Conditions

The offered service contract will ideally be commencing in February 2023 and is planned to run until 31st December 2023. The estimated time for this service is 80 working days and the estimated budget is €9.600.

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.

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 by 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 website content maintenance and management
- 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