



Service Advert

IMPEL Event booking, system management 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 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 who will provide event booking and system management support for IMPEL and also be able to provide some general administrative support.

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
- support for the Event Management Service Provider
- any administrative task directly related to the activities mentioned above,

In addition to this work, the service provider 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.

Conditions

The offered service contract will ideally be commencing in January 2024 and is planned to run until 31st December 2024. The estimated time for this service is 80 working days (8 hours per day) and the estimated budget available is just under €11.000.

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: Will Fawcett, will.fawcett@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 5th December 2023.

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

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