



European Union Network for the Implementation
and Enforcement of Environmental Law

Assignment Advert

Projects 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 55 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.

IMPEL is a growing network that is managing more projects than ever before. IMPEL is looking for a Projects Officer to support the wide number of project managers in executing their projects.

The Projects Officer will be required to attend a high number of project events (meetings, workshops and conferences at various locations around Europe) and will be asked to prepare agenda, write notes of meetings, and end of project reports. As such a high attention to detail, managing competing demands upon time and flexibility are key attributes that we are looking for.

The Projects Officer must have excellent communication skills (with a high level of written English) and be able to recognise the importance of outstanding presentation of his/her work. He or She must be able to build successful relationships with a wide range of project managers who have different leadership and communication styles.

Conditions

This full time position is temporary, commencing on the 01 April 2019 until the 31 December 2020. Range €35-45,000 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 **22 March 2019**. Shortlisted applicants will be informed by the 29 March 2019. Face to face or Skype interviews with those shortlisted will be conducted in the week commencing 08 April 2019. Unfortunately due to the volume of applications received we are not able to respond to all unsuccessful applications.



Role specification

Projects Officer

Responsibilities

As Projects Officer, you will be responsible for supporting the implementation of IMPEL's portfolio of projects. Your specific tasks include:

- 1) Working with Project Managers to articulate agenda for meetings, write notes of meetings and carry out actions as and where directed to do so
- 2) Write end of project reports
- 3) Support IMPEL's Communications Officer by writing short articles for IMPEL's website and/or newsletter
- 4) Organise documents and agenda for key meetings such as the IMPEL General Assembly and Board meetings.

Requirements & Skills

- 1) University degree
- 2) A minimum of 5 years of applied experience in the field of implementation of environmental law
- 3) Experience of working internationally (Working with IMPEL, other European / International networks and/or the European Commission is a strong advantage)
- 4) Ability to build successful relationships and work with others
- 5) Ability to manage competing demands to ensure tasks are completed on time and to a high standard
- 6) Ability to work independently & prioritise own workload
- 7) Excellent communication and presentation skills, including very good level of English; particularly written English but also, to a lesser extent, oral English
- 8) Availability for missions abroad will be required on a routine basis
- 9) Excellent organisational skills & attention to detail.

Desirable

- 1) Written and spoken knowledge of additional EU official language(s) is an advantage
- 2) At least 10 years of applied experience in the field of implementation of environmental law.