



European Union Network for the Implementation  
and Enforcement of Environmental Law

## Service Advert

---

### *General administrative support*

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 56 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.

The Network is looking for a responsible General administrative support to perform a variety of administrative and clerical tasks. The service provider will support the IMPEL Board, General Assembly and Expert Teams with the following activities:

#### **Communication**

The service provider will:

- Collect and distribute all relevant information to National Coordinators, Board members, member organisations and other interested parties. This includes surveys, messages from the Board to the General Assembly, writing individual letters and adverts, or other ad hoc activities

#### **Supporting the IMPEL network**

The service provider will support IMPEL's Board, Projects, General Assembly, Program Management Group and Expert Teams with the following activities:

- Communicating and following up on implementation strategies and schedules of IMPEL's Governance Assessment Recommendations, reporting on progress and issues to the Board
- Organising and coordinating meetings, managing IMPEL calendar and CO2-minimisation strategy
- Assistance to draft meeting documents, plan meetings and take result logs,
- write and distribute email, correspondence memos, letters, faxes and forms
- backup for setting up tele/video conferences with specific demands (e.g. voting),
- support basecamp communication from Board, Projects & General Assembly to network

#### **Membership**

- Implement Strategy to incentivise new memberships
- Develop and maintain a contact lists and contact information
- Update and maintain the network contact information website on Basecamp

Approximated time workload 100 d/a.

## Conditions

This service contract will initially be temporary, commencing on the [November] 2020 until the 31 December 2021. However, the network is seeking continued service in this field. The estimated time for this service is 100 working days per year. Payment will be based on typical local pay at the place of service and on personal experience; qualified quotes are welcome. [SEP]The successful applicant will operate remotely from his/her own place of work liaising with the Board, Expert Team Leads and other IMPEL service providers. [SEP]For more information on the position please contact: Kristina Rabe, <Kristina.Rabe@impel.eu> [SEP]

To apply, please send a Curriculum Vitae and short covering letter explaining your suitability for the role and email to Marco Falconi <marco.falconi@impel.eu> until 22.10. **2020**. Shortlisted applicants will be informed by the 24th of October 2020 teleconference interviews with those shortlisted will be conducted in the week commencing 26 of October 2020.



European Union Network for the Implementation  
and Enforcement of Environmental Law

# Service specification

---

## *General administrative support*

### Requirements & Skills

- 1) Bachelor degree; additional qualification is a plus
- 2) Familiar with the IMPEL Network
- 3) Proficiency in MS Office (MS Excel and MS PowerPoint, etc.)
- 4) Excellent self-organisation and time management skills and the ability to prioritize work
- 5) Attention to detail and problem solving skills
- 6) Excellent written and verbal communication skills in English
- 7) Strong organizational skills with the ability to multi-task
- 8) Building effective working relationships with a diverse range of people
- 9) 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 internationally
- 3) Interest in environmental protection