



European Union Network for the Implementation
and Enforcement of Environmental Law

Service Advert

Internal Communication, networking facilitation, membership management and 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 seeking organizational and operative support for internal communication, networking facilitation and membership management and support. The service provider will support the National Coordinators and other member representatives, environmental experts, project teams and leads with the following activities:

- Support of National Coordinators and experts, facilitation of European, national and regional networking
- Support and promotion of exchange through internal platforms and external website, propagation of project results and best practice
- Supplying relevant information on project and program results for all kind of audits and grant reports, in collaboration with the financial and the project management service provider
- Membership relation management, transfer of knowledge and information, transparency
- Maintaining and intensifying relationship with other European implementation networks and stakeholders.

Conditions

This service contract will initially be temporary, commencing as agreed and potentially ending on the 31. December 2021. However, the network is seeking continued service in this field. The estimated time for this service is 80 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. ^[1]The successful applicant will operate remotely from his/her own place of work liaising with National Coordinators, other member representatives and environmental experts, but also with relevant other networks, service providers and stakeholders. ^[2]For more information on the position please contact: Kristina Rabe <Kristina.rabe@impel.eu> ^[3]

To apply, please send a Curriculum Vitae and short covering letter explaining your suitability for the role and email to <Marco.Falconi@impel.eu> until 22.10. **2020**.

Shortlisted applicants will be informed by the 23rd of October 2020; teleconference interviews with those shortlisted will be conducted in the week commencing 26 of October 2020.



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Service specification

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Requirements & Skills

- 1) Master Degree or Bachelor with relevant working experience
- 2) Familiar with the IMPEL Network
- 3) Building effective working relationships with a diverse range of people
- 4) Excellent and demonstrable communication skills, including very good level of English, written and oral
- 5) Ability to operate self-organised and 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
- 6) Excellent organisational skills & high attention to detail
- 7) Experienced user of relevant software tools (Outlook, Word, Excel, PowerPoint, basecamp 3 etc.)

Desirable

- 1) Written and spoken knowledge of additional EU official language(s)
- 2) Experience of working internationally
- 3) Interest in environmental protection