



European Union Network for the Implementation
and Enforcement of Environmental Law

Service Advert

Operational and organisational Board, ET Lead and network 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 operational Board, Expert team and network support. The service provider will support the IMPEL Board, General Assembly and Expert Teams with the following activities:

- Planning and coordination of IMPEL decision bodies' meeting;
- Elaborating and assembling the meeting documents for Board and General Assembly meetings including working on agenda, reports, presentations and anything else required for the smooth functioning of the Board and General Assembly meetings;
- Drafting Grant requests and Grant reports for the European Commission in close cooperation with Board and Expert Team leaders, financial and project management provider;
- Prepare, document, distribute and follow up on Board decisions and implementation, providing updates and information and reporting and managing deadlines;
- Support the Chair and Vice Chair to prepare for meetings and carry out their role in the IMPEL network;
- Record Management – ensure that all files and documents relevant for the network and all reports are stored in an accurate and orderly manner;
- Linking and managing relationships with all relevant suppliers of goods and services,
- Quality control of the administrative and organizational services rendered by other consultants of IMPEL and reporting to the competent IMPEL Vice-Chair.

Conditions

This service contract will initially be temporary, commencing as agreed and potentially ending 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@impel.eu until 22.10. 2020.

Shortlisted applicants will be informed by the 23th 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 work experience
- 2) Excellent organisational and reporting skills such as high attention to detail
- 3) 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
- 4) Ability to keep the overview on a wide range of daily business activities. Ability to prioritise tasks.
- 5) Excellent and demonstrable communication skills, including very good level of English, written and oral
- 6) Building effective working relationships with a diverse range of people
- 7) Experience with EU-Grant Request and reporting requirements (or comparable)
- 8) Experienced user of main software tools (Outlook, Word, Excel, PowerPoint, etc.)

Desirable

- 1) Familiarity with the IMPEL Network
- 2) Written and spoken knowledge of additional EU official language(s)
- 3) Experience of working internationally
- 4) Experience of quality control procedures
- 5) Interest in environmental protection