



### **Service Advert *Communication, networking facilitation & project 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 Shipment of Waste Enforcement Actions Project (SWEAP) project is co-funded by the European Commission LIFE fund and co-ordinated by the IMPEL Network. The project runs between September 2018 to June 2023. The overall purpose of the project is to support the circular economy by disrupting the illegal waste trade at the EU level by:

- Increasing skill set amongst inspectors and law enforcement agencies
- Intensifying collaboration nationally and internationally
- Developing innovative tools and techniques
- Creating EU-wide inspection data set
- Providing intelligence products

The Network is seeking organisational and operative support for internal and external communication within the SWEAP project. The service provider will support the SWEAP Action leads from member representatives, environmental experts, project teams and leads with the following activities:

- Facilitation of European, national and regional networking, including managing communications with key stakeholders as well as providing regular reports on status for widespread dissemination. This will include management of the High-Level Advisory Board
- Support and promotion of SWEAP through internal platforms and external website, propagation of project results and best practice
- Supplying relevant information on project and programme results for audits and grant reports, in collaboration with the financial and the project manager
- Maintaining and intensifying relationship with other European and global implementation networks and stakeholders
- Comprehensively assist the SWEAP Project Manager to ensure compliance with the project Grant Agreement, as well as general organisational requirements of the project and donors, and carry out the necessary activities to enable the project to meet its goals, including KPIs
- Provide technical support on training modules, development of app technical content and feedback to the European Commission on development of enforcement capacity

- Drafting layman's report and project technical output throughout the project's lifetime
- Preparation and support of external audits, including liaising with Action leaders and auditor
- Record Management – ensure that all files and documents related to the projects and the reporting of projects are stored in an accurate and orderly manner

### **Requirements & Skills**

- 1) Master's degree or Bachelor with relevant working experience
- 2) Familiar with the IMPEL Network and the Waste and TFS Expert Team
- 3) Interest and practical experience in environmental protection and the waste shipment regime
- 4) Building effective working relationships with a diverse range of people
- 5) Excellent and demonstrable communication skills, including very good level of English, written and oral
- 6) Competency in all aspects of project management (including schedule, finance, risk mitigation, projection etc.)
- 7) 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
- 8) Excellent organisational skills & high attention to detail
- 9) Experienced user of relevant software tools (Outlook, Word, Excel, PowerPoint, Basecamp 3, WordPress etc.)

### **Desirable**

- 1) Written and spoken knowledge of additional EU official language(s)
- 2) Experience of working internationally

### **Conditions**

The offered service contract will initially be commencing as agreed and end on 30 July 2023. The estimated time for this service is 90 working days per year but payment will be made for Earlier termination of the service contract may be initiated by IMPEL if:

1. the financial contributions foreseen for SWEAP are not paid to IMPEL or
2. the quality and quantity of services rendered is not sufficient.

Adequate warning and consultation will be provided prior to the contract being terminated. The service described for this contract term with a fixed price per year. Payment will be based on typical local pay at the place of service and on personal experience; qualified quotes are welcome. The services should be provided remotely from the applicant's own place of work, liaising with the Board, Expert Team Leads and other service providers, as necessary. For more information on the position, please contact: Katie Olley ([Katie.Olley@sepa.org.uk](mailto:Katie.Olley@sepa.org.uk))

Please send your proposal for this Service to Jenny van Houten [Jenny.van.houten@ilent.nl](mailto:Jenny.van.houten@ilent.nl) by Friday 27th November 2020. Shortlisted candidates will be informed by the Tuesday 2<sup>nd</sup> December. Teleconference interviews with those shortlisted will be conducted in the week commencing 7<sup>th</sup> December.