

EAPN is looking for a Junior Administration & Events Officer

The European Anti-Poverty Network (EAPN) is the largest European network of national, regional and local networks, involving anti-poverty NGOs and grassroots groups as well as European Organisations, active in the fight against poverty and social exclusion.

EAPN is looking to work with an experienced and enthusiastic individual with events and with civil society organisations. The candidate will be part of a small team responsible for ensuring the smooth running of the EAPN internal and external meetings and events while ensuring that they are in line with the network's programmes objectives and overall mission. Previous working experiences in the field of poverty and social exclusion is a plus.

Line management: Reports to the Office Manager and the Director of EAPN.

EAPN is an equal-opportunity employer. We value diversity and pursue a diverse human resources policy. We do encourage individuals or members of groups which are affected by poverty and other grounds of discrimination to apply for this post. EAPN ensures that opportunities offered are accessible to everyone.

Responsible to: Director

To manage and support the whole team in the implementation of EAPN's administration work, and working closely with most team members.

MAIN TASKS

Internal meetings

- Follow-up and organisation of internal meetings: logistics (including travel, venue and accommodation adjustments), working documents, members' room (intranet), contacts with members, minute-taking and coordination (meetings of the Governance Bodies - the Bureau and the Executive Committee and the working group EU Inclusion Strategies Group, Membership Development Group, Comm'on, National Coordinators).
- Support the financial closure of both meetings and events and making evaluation reports.

External events

- Management of the organisation of the annual policy conference and other EU-level public events: pre-planning meetings, coordination of complex logistics (including travel, venue and accommodation adjustments), in line with the concept, documents and presentations, registrations (contacts with members, speakers, guests), help with the communications planning and work (conference documentation & promotion), social event for members, making travel arrangements, checking the reimbursement forms submitted etc.
- Support the organisation of the People Experiencing Poverty annual conference (PeP Meeting), working closely with the Director, the Membership Development and Participation Officer and other members of the EAPN team.

- Support the EU and national level preparatory work for the PeP Conference (preparatory meetings with National Coordinators).
- Support the financial closure of both meeting and events and making evaluation reports.

General tasks

- Upkeep of planning documents and checklists regarding events.
- Update the EAPN contacts databases (internal Excel and external database in Mailchimp and server), with support from the Policy Team.
- Update the contacts on static pages of the website.
- Tracking attendees and specific indicators of the participants' profile.
- Yearly analysis of meetings/events: number planned/delivered, number of days, number of attendees.
- Help with last tasks and on the spot of all bigger meetings, like for instance the General Assembly.
- Update the Members' Room regularly with the documents prepared for the various meetings.
- Support the Policy & Advocacy, the Communication, the Network and Participation, the Financial teams and the Director in the implementation of EAPN's work plan.

Any other task which may assist the EAPN work programme and be assigned by the Director.

PERSON SPECIFICATION

Knowledge

Essential:

- Excellent computer literacy of Office Suite.
- Knowledge of NGO Networking and membership organisations.
- Knowledge of administration systems.

Desirable:

- Knowledge of Information and Communications Technologies and tools.
- Knowledge of EU institutions and policies.
- Knowledge of issues related to economic and social rights, preferably to poverty and social exclusion.

Skills/abilities

Essential:

- Fluent in English and excellent ability to communicate in writing and orally.
- Ability to analyse and manage data.
- Research skills.
- Computer literacy including knowledge of specific programmes related to information and databases.
- Ability to work as part of a team while being self-supporting.
- Initiative and creativity in problem-solving.
- Strong organisational skills.

Desirable:

- Other languages (for instance, French).
- Knowledge of content management systems for website maintenance.

Experience

Essential:

- 3 to 5 years of experience in an administrative role.
- Experience in organising events/administration.
- Experience of communications support activities.

Desirable:

- Experience of working in a European NGO environment.
- Experience of website updating and on presentation of documents.

Special conditions

- Availability to travel when appropriate.

JOB CONTEXT

The person will be part of a team of 9 (Director, Policy Coordinator, Policy Officers (2), Communications Officers (2), Membership Development & Participation Officer, Office Manager, Finance Officer). The colleague will need to work with the other members of the team to ensure a smooth running of the administration and will take part in EAPN's office staff development plan.

The Junior Administration & Events Officer will liaise with a network of very diverse national EAPN networks and European Organisations.

WHAT WE OFFER

- **A temporary employment contract for 1 year under Belgian law based on 38 hours per week, over 5 days, renewable into a permanent contract based on performance review.**
- Home working days.
- The gross salary scale applicable to this position ranges from € 2.710,81 monthly, depending on relevant experience.
- A thirteenth month.
- Double holiday pay.
- A forfeiter amount of € 123,95 on top of the monthly salary for expenses related to the job.
- Reimbursement of public transport to come to work.
- Meal vouchers.
- An extra-legal pension fund.
- Hospital insurance.

TO APPLY:

- Please send your CV (paid and unpaid/volunteering experiences),
- a motivation letter which outlines why you would be a good fit for the role,
- 2 references,
- an example of an event that you organised.

Please send your application to our Office Manager Sigrid Dahmen, sigrid.dahmen@eapn.eu, before 11 August 2023.

Interviews will be held between 22 to 25 August 2023. Unfortunately, due to limited resources, only shortlisted candidates will be contacted.