



Events and Networks Officer

The Institute for European Environmental Policy (IEEP) is a leading sustainability think tank that has played a key role in European environmental policy development in the past 40 years in a range of relevant areas.

As part of our continuous growth, we are seeking to employ an enthusiastic and motivated Events & Networks Officer to support the ongoing and future external and internal outreach activities of the organization.

The successful candidate is expected to contribute to make IEEP's outreach activities and in particular Think2030 bi-annual events a success, work across teams at an operational level and bring high quality of delivery in terms of internal and external events management.

Job duties include:

- Proactively engage in event management across IEEP based on specific projects or horizontal activities; incl. operational support with staff events and internal meetings (catering, accommodation & transport, including in-office support)
- Support the delivery, coordination, facilitation and participation in expert workshops and conferences and other dissemination events
- Management of the Think2030 events – IEEP's flagship biannual event included
- Management and organisation of side events during the event year and intervening years (e.g. Think2030 national dialogues)
- Support activities and partnerships around the Think2030 platform, supervised and coordinated by the Head of Networks and Governance
- Prepare and maintain accurate event budgets and work closely cross-team to optimise event expenditure
- Manage and continuously update IEEP's databases used for events, contacts, partnerships and networks
- Contribute to the organisation and management of IEEP governance meetings (IEEP Board, General Assembly, Strategic Advisory Council)
- Contribute to project reporting and proposal writing as required incl. the contribution to the IEEP annual report
- Take full ownership of the travel management function for the organisation including but not limited to project-related travels, staff retreats, Board meetings and others
- Support the coordination and updating of the different media subscriptions, including media outlets, website and other invoices; facilitate the setting of meetings with media at the IEEP office
- Support the Communications team in preparing, drafting and distributing invitations and newsletters
- Support the Communications team in any event related activities

Skills and Qualifications required:

- Minimum 3 years of previous experience in a similar position
- Experience working in the non-profit sector and/or in project-based organisations shall be considered as an advantage
- Proficient level of English language skills (spoken and written, native level will be considered an asset); any additional language is an asset
- Excellent interpersonal and communications skills, as well as proactiveness
- Excellent communication skills
- Knowledge of communications tools such as CMS and CRM, such as WordPress, Hubspot, EventBrite, and others
- Great team player spirit
- Ability to work under pressure and meet deadlines
- Excellent organisational skills showing initiative with regard to task and deliverables
- Be capable of working independently in a small yet fast-paced office environment

What we offer:

- Indefinite work contract (CDI) on full-time basis
- Hybrid working environment (3 days per week working from home office)
- Possibility to work on a compressed work schedule (4 or 4.5 working week)
- 40 working days remote working (based on internal approvals of line manager) to work outside of Belgium
- Salary range depending on skills and experience
- Benefits package which includes: lunch vouchers of 8 euros total value, additional 6% pension contributions, four week paid sabbatical for employees who pass the five year mark with the organization, working from home allowance of 174 euros net per month and other.
- Dynamic, inclusive and diverse working environment
- A chance to work for a worthy cause

Application process :

To be considered for this position, please send your CV and a short cover letter (max 1 page) to recruitment@ieep.eu, clearly marking the title of the email: **'IEEP – Events and Network Officer: [YOUR NAME]**

Deadline for applications: 17:00 CET – 7 October 2024.

IEEP is an equal opportunities employer and welcomes applications from a diverse background of candidates, respecting inclusion, diversity and equality best practices in the recruitment process.

For further information on IEEP, please visit the IEEP website at www.ieep.eu

IEEP PRIVACY POLICY

This statement explains how IEEP handles and uses personal data we collect about our applicants. Where in this statement we refer to 'we' or 'our' or 'us' we are referring to IEEP and where we refer to 'you' or 'your' we are referring to job applicants.

What information do we collect about you?

We collect information about you when you apply for a role with us. This data includes everything that is in your application form, as well as any other data that you provide us with at the application stage.

How will we use the information about you?

We collect your information for the purpose of the recruitment process for which you have applied for. If we feel that your profile fits an alternative role within IEEP, we may pass your information to other colleagues within our organisation.

We will not disclose your information to any company outside of the IEEP Organisation, unless required to do so by law.

We will not use your data for marketing purposes.

How long will we keep your information for?

If you are successful in your application, we will provide you with a new privacy policy upon offer of employment, which will supersede this policy.

If you are unsuccessful, we will keep your information on file for 6 months after the application deadline date, after which it will be deleted.

Access to your information and correction:

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to us at the following address. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

How to contact us:

If you have any questions about this policy, or would like further information, please contact us at:

BELGIUM:

Rue Joseph II 36-38,
Bruxelles 1000,
Belgium
+ 32 (0)2 738 7482

UK:

Acre House, 11-15 William road
London NW1 3ER
UK