



Eurodiaconia is looking to recruit an Administration and Events Officer 25 hours per week

Eurodiaconia is a European network of churches and Christian NGOs providing social and health care services and advocating social justice. Together our membership represents the needs and unique experiences of 47 national and regional organisations in 32 countries.

Diakonia is Greek for service and in the biblical sense, this means service for and with people in need. Members' activities facilitate social cohesion and inclusion through diaconal education and provision of social and health services to young and old, people experiencing marginalisation, exclusion and poverty and situations of abuse.

Eurodiaconia creates a platform for diaconal actors to facilitate trans-national networking. It also creates a link between the regional, national and European levels, developing ideas and feeding into policies to combat social exclusion; in creating more just societies and in securing dignity for every human being.

We are currently looking for a dynamic, motivated and skilled individual in the position of **Administration and Events Officer**

The Job

You will be responsible for general administrative support to a pan European membership organization and supporting the day to day work of a dynamic staff team. You will be the first point of contact for many people with Eurodiaconia and they will be looking to you for information or for assistance with visits, meetings or contacts. You will contribute to the organization of internal and external events, dealing with accommodation, catering and general logistics. Additionally, you will be making sure that our office runs smoothly by ensuring we have appropriate office processes and will also support our accountant with day to day finance tasks, manage our various databases and liaise with our external IT support.

We expect

You should be enthusiastic about being part of the Eurodiaconia team working for social justice in Europe. You should be able to relate to and sympathise with our vision and mission and understand the traditions and unite our membership. You should appreciate the diversity of our membership and the various cultures that they represent. The post holder should be highly organised, proactive, able to work autonomously and be able to identify and implement improvements to daily ways of working. Our day to day working language is English but you should be able to communicate well in French/Dutch and other languages, especially German, would be an advantage.

A full job description and person specification is attached.

Please note that this position is part time – approx. 25 hours per week over five days.

How to apply

Please send a CV and cover letter outlining your experience to heather.roy@eurodiaconia.org

Please note that due to the high volume of applications usually received we will not be able to reply to each application.

The closing date for applications is 2 October 2016.





For more information about us visit www.eurodiaconia.org

Job Description

Administration and Events Officer

Purpose of job:

to contribute to the day to day running of the Eurodiaconia secretariat through exceptional office organization.

Main tasks:

- To liaise with members and contribute to their active engagement in the work of Eurodiaconia.
- Be a first point of contact for enquirers.
- To undertake all administrative tasks relating to the efficient running of an international secretariat.
- Provide practical event support such as booking venues, arranging travel, catering and accommodation.
- Assist the Secretary General in the preparation of reports for funding received from the European Commission and other relevant bodies.
- Ensure documents are filed or archived.
- Ensure the upkeep and sound organization of the offices and liaise with our landlords on maintenance and development.
- Order office supplies and deal with external suppliers
- Liaise with the external IT consultant to ensure the integrity of our IT system.
- Ensure our legal obligations vis some vis the Belgian state are up to date.
- Maintain office cash and liaise with our bankers.
- Receive, organize and pay suppliers and generate invoices for membership fees and contributions.
- Prepare invoices and other materials for monthly booking and analyses by accountants.
- Prepare monthly salary information and liaise with Partena on day to day HR matters.
- Provide information on Eurodiaconia and its work to outside groups/individuals when necessary and host members in the Brussels secretariat.
- To share in the organization, support and follow-up of meetings, seminars etc. when appropriate.
- Maintain our contacts databases and update as required.
- Develop, in conjunction with other staff, systems for effective data recording to support our policy and membership work.
- To contribute to developing an effective team approach with other colleagues based in the secretariat.



PERSON SPECIFICATION

Knowledge

- Knowledge of NGOs, particularly those with members and/or with a social/humanitarian purpose.
- Knowledge of administration in a Belgian legal context including basic financial management and employment administration
- Basic knowledge of the European institutions

Experience/Skills/abilities

- At least two – three years of experience in a similar position or be able to demonstrate how other experience qualifies them for this post.
- Strong inter personal skills
- Excellent organization, administration and coordination skills
- Experience of keeping financial records and preparing documents for accounting purposes
- Experience of keeping employment records and managing a payroll.
- Experience of document management and organization
- Experience of event organization
- Sense of initiative and ability to be self-supporting
- Multi tasker with a hands on approach
- Good time management skills and able to priorities in a flexible and stress free manner.
- Excellent ability to communicate in writing and orally to a variety of target audiences in English, French/Dutch and ideally German
- Computer literacy in all Microsoft Office applications including Access as well as knowledge of websites and their maintenance
- An ability to contribute to teamwork and integrate into a small but dynamic team
- An ability to work interculturality with members in multiple countries.

The post holder should be in sympathy with the Eurodiaconia vision and mission and will ideally have a basic understanding of Diaconia and social justice

Special conditions:

Availability to travel for up to three days once per year and some flexibility when the organization holds key events.