

Eurodiaconia is looking to recruit an Administration and Events Officer part time - 20 hours per week

Eurodiaconia is a European network of churches and Christian NGOs providing social and health care services and advocating for social justice. Together our membership represents the needs and unique experiences of 59 national and regional organisations in 33 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 work – the provision of social and health services to young and old, people experiencing marginalisation, exclusion and poverty and situations of abuse as well as advocating for social justice.

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, isolation, poverty, injustice and inequalities.

Our Administration and Events Officer will have already worked in related areas for at least 2 – 3 years. You will be responsible for general administrative support to a pan European membership organisation, supporting the day-to-day work of an international staff team and contributing to the smooth running of our office. You will play a part in the organisation of internal and external meetings and events, dealing with registrations, accommodation, catering, logistics and other aspects of practical organisation.

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 appreciate the diversity of our membership and the various cultures that they represent. The post holder should be highly organised and proactive with strong IT and communication skills. Our day-to-day working language is English, but you should also be able to communicate well in French.

We offer a part-time position (approx. 20 hours per week over four or five days) with competitive salary and benefits, holiday and home working allowance, as well as an international, supportive, and dynamic working environment with development opportunities.

How to apply

Please send your CV and cover letter outlining your experience and how you match the job description in English, to recruitment@eurodiaconia.org, addressed to Andrea Witt, Head of Operations. Cover letters should be no more than 2 pages in length. Please do not send any additional documentation such as references, certificates etc. The position is based in Brussels. Applicants should have the existing right to live and work in the European Union. We are not able to sponsor any work permits for this post.

Due to the high level of applications anticipated we will not be able to reply to each application. Only shortlisted candidates will be contacted for interview. The deadline for applications is **Friday 23rd August midnight (CET)**. Interviews are foreseen to take place on the first and second week of September. However, we will review applications on a rolling basis and may start interviews with suitable candidates before the application deadline, so please apply as soon as possible.

JOB DESCRIPTION

Administration and Events Officer (part-time)

Purpose of job: *to contribute to the day-to-day running of the Eurodiaconia secretariat through office management, administration and event organisation.*

Reporting to: **Head of Operations**

Main tasks include:

Office management and administration

- Carry out office management related tasks such as ordering office supplies and dealing with external suppliers, liaising with the external IT support, managing post, maintaining the office space, or booking meeting rooms.
- Provide support to financial and general administration as needed.
- Carry out other administrative or logistical tasks, including for example scheduling, filing, maintaining records, updating our databases, taking notes, or preparing documents.

Logistical planning and organisation of Eurodiaconia meetings and events

- Lead on the logistical planning and organisation of Eurodiaconia meetings, events and activities, including managing registrations, communication with participants, relations with service providers, practical organisation, events related administration etc.
- Support the different administrative and logistical aspects of Eurodiaconia meetings, events and activities led by other team members.
- Support follow up to events, such as evaluation or checking of expense claims.
- Support the Head of Operations in the overall coordination of the Annual General Meeting and lead on different organisational and logistical aspects.

PERSON SPECIFICATION

We are looking for a candidate who has

- 2-3 years of related work experience in administration, office management and event organisation.
- Strong organisational and time management skills.
- Ability to multitask and high attention to detail.
- Strong IT skills; experience in using a CRM system is an asset.
- Excellent people and communication skills.
- Excellent command of written and spoken English and good working knowledge of French.
- An ability to appreciate and relate to the Eurodiaconia mission, vision and values.