



## European Network on Independent Living (Brussels Office) Vacancy Notice

**Position:** Office Manager (part-time)

**Location:** Brussels (EU quarter)

**Salary:** 2,600 – 2,800 EUR gross *pro rata*, depending on experience, plus meal vouchers and public transport

**Starting date:** 19 November 2020 (or as soon as possible after that)

**Application deadline:** 23 October, 17:00 CET (Brussels time)

The European Network on Independent Living (ENIL) is looking for a part time Office Manager for its Brussels office, with a starting date on 19th November, or as soon as possible after that. The Office Manager will be responsible for running ENIL's administration and for financial management. This is a key post in the organisation, responsible for ensuring the smooth everyday operation of the small Brussels office, keeping our finances in good health and making sure we comply with all the local regulations for non-profit organisations.

### 1. Person specification

#### *Essential skills*

- Excellent financial management skills
- Excellent organisational skills, including filing and archiving
- Sound accounting skills
- Sound writing skills
- Excellent communication skills
- Computer literate
- Excellent language skills: English and French or Flemish

#### *Essential experience*

- Experience of working in the non-profit sector
- Experience of working on EU funded projects
- Experience of drafting budgets for project applications and financial reporting
- Experience of organising events (booking venues, catering, making travel and accommodation arrangements)
- Knowledge of essential legislation necessary for running a small office in Brussels

- Ability to work independently, without much supervision
- Ability to comply with strict deadlines

#### *Other essential requirements*

- Valid Belgian work permit (if not an EU citizen)

#### *Desired experience*

- Previous experience of working in a human rights organisation, and/or good understanding of the UN Convention on the Rights of Persons with Disabilities or the Independent Living philosophy
- Experience of working in the non-profit sector in Belgium
- Experience of ensuring GDPR compliance

## **2. Responsibilities**

The ENIL Office Manager will be responsible for the following:

#### *Administration*

- Acting as a Secretary for the online bi-weekly staff meetings
- Answering telephone queries, recording and redirecting to other staff members as needed
- Maintaining the Secretariat mail, and redirecting e-mails to other staff members as needed
- Preparing contracts for the volunteers and their personal assistants, if needed
- Maintaining staff records and project-related paperwork
- Filing and archiving of financial documents, in line with the legal and project requirements
- Coordinating volunteers and interns at the Brussels Office
- Updating data in the Moniteur Belge and the Transparency Register
- Monitoring requirements for NGOs in the Belgian legislation and notifying the Management Team of any changes
- Purchasing stationery and office equipment
- Coordinating the office cleaning schedule
- Ensuring that the ENIL Brussels office is open Monday to Friday from 9:00 – 13:00 or 13:00 – 17:00 (excluding public holidays)

#### *Financial management and reporting*

- Day to day accounting
- Acting as a contact person for the external bookkeeping service
- Acting as a contact person for payroll companies in countries where ENIL employs staff
- Overseeing funded project budgets and cash flow
- Producing financial reports for the Management Team and the Board
- Acting as Secretary for the Audit committee Meetings held at least 3 times per year

- Submitting verification/validation of expenditure to funders
- Preparing documents for the audit
- Drafting financial reports for funders, and collating supporting documents for the financial reports
- Preparing budgets for new fundraising applications
- Ensuring that the ENIL finances are kept in order and that they meet the required legislative requirements

#### *Events coordination*

- Coordinating logistics (booking tickets, meeting rooms, organising catering and access) for events and meetings organised by ENIL

### **How to apply**

Please **send your CV and a motivation letter** (with the details of two persons who can be contacted for references) to the ENIL Deputy Director Ines Bulić Cojocariu at [ines.bulic@enil.eu](mailto:ines.bulic@enil.eu) as soon as possible and not later than 23 October 2020 at 17 CET (Brussels time). Please explain in the motivation letter how you meet the essential requirements. Shortlisted candidates will be notified within a week of the applications deadline and will have an online interview during the week of 2 November 2020. Disabled persons are strongly encouraged to apply for this post.

### **About the European Network on Independent Living (ENIL)**

The European Network on Independent Living (ENIL) is a Europe-wide network of people with disabilities with members throughout Europe. ENIL is a forum intended for all people with disabilities, independent living organisations and their non-disabled allies on the issue of independent living. ENIL's work is guided by the principles of solidarity, peer support, de-institutionalisation, democracy, self-representation, cross disability and self-determination.

ENIL promotes equal opportunities for people with disabilities, fights against discrimination and addresses the under-representation of persons with extensive disabilities in European disability politics, as well as in mainstream society. ENIL's mission is to:

- Promote the Independent Living philosophy among people with disabilities, the general public, national policy makers, Government administrations, in the United Nations, as well as among regional bodies such as the European Union, the Council of Europe and the Organisation for Security and Co-operation in Europe (OSCE);
- Develop the concept, principles and definition of Independent Living. Promote the development of Centres of Independent Living throughout Europe and enhance solidarity and networking among them;
- Carry out training and awareness raising activities at the European level, focusing on the personal assistance, direct payments/personal budgets and peer support/counselling;

- Represent Independent Living Organizations and the Independent Living movement at the European level and in different European bodies and organizations;
- Combat social exclusion and discrimination through disability policies which allow for Independent Living of people with disabilities. Make the Independent Living framework instrumental to end discrimination against people with disabilities in Europe;
- Embrace the social model of disability in acquiring independence and self-determination, and overcome the barriers of the medical and attitudinal models.
- Every year, ENIL undertakes a number of activities to raise awareness of the rights of disabled people in Europe at both the national and European Level. The Freedom Drive is ENIL's flagship campaign and takes place every two years. The week-long event provides an opportunity for Members of the European Parliament to meet with disabled people from across Europe and to discuss issues that affecting their lives. It also provides an opportunity for disabled people from across Europe to come together and exchange their experiences in an informal way, as well as facilitate further development of the Independent Living Movement.

For further information in relation to ENIL and our activities, please visit our website: [www.enil.eu](http://www.enil.eu)