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Bruxelles
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14 October 2013



European Union Network for
the Implementation and Enforcement
of Environmental Law

Ref: Recruitment to IMPEL Secretariat of an 0.5 FTE: “Communications specialist”.

Dear National Coordinators,

We are writing on behalf of the IMPEL Board who have agreed that the network would benefit from hiring additional secretariat support to assist us in promoting and communicating the excellent work we do, both internally to existing IMPEL members, and externally to key stakeholders like the European Commission. We are writing to invite IMPEL members to advertise this role within their administrations and seek suitable candidates for this position.

In line with our [Multi Annual Strategic Programme 2013-15](#)¹, we feel that this is an important step in highlighting what we do well but at the same time, acknowledge that sometimes not everyone is aware of what we are doing and learns about the valuable outputs and outcomes of our projects.

We have agreed that a 0.5 FTE is required², and that the emphasis on the skill set of this person should be on *communications* experience. This person will be a part of the secretariat and complement the work already done by Michael Nicholson. The costs for this role will be borne by IMPEL’s general funds. The Board have agreed on a division of tasks as well as a clear understanding of what jobs this 0.5 FTE will carry out.

Ideally, the candidate will be someone that works within an IMPEL member authority part time, and then works for IMPEL for the other half of the time. The successful candidate will be based in the country of their residence e.g. in the office location where they normally work but will be expected to attend certain IMPEL meetings. If we do not find a suitable candidate from IMPEL’s members, then the position will be advertised externally. A job specification can be found in annex 1 below.

We feel that this is an important role in promoting the benefits of IMPEL’s work and we would like to encourage you to circulate it within your organisations.

Should you wish to discuss this matter further please do not hesitate to contact us via the IMPEL Secretariat [by email](#) or phone: +32 2 271 5918.

¹ Please see Strategic Goal 3: *Collaborate with partners and stakeholders*.

² There will be a built in reassessment period to ensure that we are getting value for money.

Kind regards,

A handwritten signature in blue ink that reads "J. Seager". The signature is written in a cursive style with a large, stylized initial "J".

Dr. John Seager
Chair, IMPEL.

A handwritten signature in blue ink that reads "Chris". The signature is written in a cursive style with a large, stylized initial "C".

Mr. Chris Dijkens
Vice Chair, IMPEL.

Annex 1

Job specification - 0.5 FTE

IMPEL Secretariat - Communications specialist

The Communications Specialist will help to further develop, and then lead the implementation of a communications strategy for IMPEL, in conjunction with the IMPEL Board. This will mean being familiar with a range of communications tools, including the traditional media, on-line/social media, and the most appropriate use of events and other means to bring the network closer to all its stakeholders, both internal and external.

Tasks

1. In conjunction with the IMPEL Board, further develop and then lead the implementation of a communications strategy for IMPEL.
2. In conjunction with the Secretariat Manager, maintain the IMPEL website.
3. Manage effectively the information flow on IMPEL's internal information system and any queries from external and internal sources.
4. Manage Cluster Secretariat incl. attending meetings (2 times per cluster per year) drafting the agenda for meetings (in accordance with the Cluster Chairs), taking notes of meetings, manage cluster communications and any other tasks assigned by Chair(s) of Cluster.
5. Where necessary, carry out short term projects assigned by Secretariat manager.

Advert

Essential

1. A strong 'communications' background.
2. Demonstrable experience in developing and implementing a communications strategy.
3. University degree, or similar, and a minimum of 2 years of applied experience in the field of implementation of environmental law.
4. Diplomacy, tact and courtesy. Sensitivity to different cultures and work styles.
5. Experience of working with European / International networks and/or European Commission a strong advantage.
6. Proven ability as a self-starter with a demonstrable ability to work well independently.
7. Availability for missions abroad when required.
8. Excellent communication and presentation skills.
9. Very good level of English, written and oral.
10. Experienced user of main software tools (Outlook, Word, Excel, PowerPoint, etc.).
11. Experience in maintaining websites.
12. Excellent organisational skills.

Other skills

Other EU official languages an advantage.