

Job/Role Title	Events and Administration Officer
Division	Corporate Services
Grade	C
Location	Brussels, Belgium
Responsible to	Head of Finance and Corporate Services
Date	April 2023

Purpose of the role

This role will work across the Regional Office, organising all of the office events and providing administrative support, from creating purchase orders to ensuring travel arrangements and preparing grant agreements.

Role Deliverables:

- Manage the logistics of all events organised by the office, including negotiating contracts with hotels calculating per diems and ensuring catering and accommodation needs are fulfilled
- Support travel organisation for employees
- Provide logistic information to participants from Member Associations and Partners and processing travel reimbursement requests, in line with IPPF policies and procedures
- Provide administrative support to the office, including facilitating the signature and preparation of grant agreements and specific contracts with consultants.
- Create purchase orders for processing.
- Oversee the relationship with travel agencies to ensure value for money and the following of relevant IPPF policies and procedures.
- Provide and coordinate the administrative and logistical support for restricted projects (donor funded projects) with the relevant project coordinator, including Countdown 2030 planning and capacity building meetings; support in travel and administrative follow ups on other events, support in reporting, e.g. for bi-monthly updates etc.
- Contribute to the ongoing maintenance of partnership tables, mappings, transparency register updates and following Calls for Proposals
- Coordinate the development of the IPPF EN quarterly newsletter “Spotlight” for Member Associations
- Process due diligence checks as requested and in line with IPPF Safeguarding policies and procedures
- Maintain the Member Associations and Partners contacts and distribution lists
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Key Skills/ Expertise

- Track record of organising events and conferences, including coordinating travel.
- Excellent organisation, planning and administration skills to ensure consistency with the ability to multi-task and adapt to changing circumstances.
- Collaborates with others to achieve team goals and build professional effective working relationships.
- Good problem-solving skills with a track record of raising issues in a constructive way.
- Demonstrate proficiency with Office 365 (including good Excel skills)
- Knowledge of MailChimp and ERP is advantageous

Your Ethos

- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.

- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.
- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.

Languages:

Fluency in English (oral and written) is required. French an advantage.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.

