

JOB DESCRIPTION FINANCE AND ADMINISTRATION OFFICER

Title of the Post: Finance and Administration Officer of the NPLD

Place: Brussels

Deadline for applications: 8th November 2022 (before 23.59h, CET).

About the Network to Promote Linguistic Diversity (NPLD)

The Network to Promote Linguistic Diversity (NPLD) is a European-wide network working in the field of language policy & planning for Constitutional, Regional and Small-State Languages (CRSS) across Europe. NPLD includes national and regional governments, Universities and Associations as its members. NPLD's main goal is to raise awareness at a European level on the vital importance of linguistic diversity. NPLD also aims to facilitate the exchange of best practices among governments, policymakers, practitioners, researchers and experts from all over Europe.

See the website for further information: www.npld.eu.

Network to Promote Linguistic Diversity (NPLD). Rue de la Pépinière | Boomkwekerijstraat 1, 3 B-1000 Brussels (Belgium). Registration number at Carrefour des Entreprises in Belgium: BE-0658.850.328. npld@npld.eu | www.npld.eu | @NPLDeu

Contractual conditions:

- ✓ Part-time job (20h/week)
- ✓ The contract will start in January 2023 or February 2023 (date to be determined) and finish 6 months later; it will be renewable, upon agreement of both parties.
- ✓ To be located in the NPLD office in Brussels city centre. Punctual duty travels out of Belgium will be required (at least twice a year).
- ✓ Both members of the Secretariat of NPLD (Policy and Outreach Manager and Finance and Administration Officer) report to the Board of Directors (Chair's Committee).
- ✓ Gross monthly salary: € 1.442,70 + benefits package. Compulsory insurance will be covered.

Description

The post of **Finance and Administration Officer** (FAO) will be a part-time post (20h/week) and will be located at the NPLD office in Brussels. The post will be for an initial period of 6 months, renewable. The FAO will work in close cooperation with the other member of the staff, the Policy and Outreach Manager. Both members of the Secretariat of NPLD report to the Chair's Committee (or 'Board of Directors).

The FAO will give specific attention to issues related to:

- ✓ The management of administrative, economic and financial aspects of the work of the network.
 - Membership fee management and ensuring that the network has sufficient funds to operate effectively.
 - Preparation and execution of payments, budget control and preparation of regular financial reports and budget drafts to present to members of the Network.
 - Ensure that all legal registrations are up-to-date according to the Belgian legal framework for non-profit organisations (asbl/vwz).

- ✓ Working closely with the members of the Chairs' Committee to develop a relevant and sustainable work programme for the NPLD network.

- ✓ Internal and external communication functions. Develop and ensure the effective working of a new communication strategy which includes a variety of means of communication with the network members and with the public in general.

- ✓ Arrange the details related to the events organised by the network during the year, especially related to Network meetings.

- ✓ Taking the minutes of the official meetings of the NPLD (Steering Committee, General Assembly and the Chair's Committee).

Tasks and responsibilities of this post will include:

1. Being an integral part of the central secretariat of NPLD and providing backup, advice and guidance for members of the Network.

2. Organising the work of the NPLD network on a daily basis and prioritising the work that needs to be accomplished within given time frames.
3. Undertaking an active part in the joint planning and implementation of a short, medium and long-term programme of work for the network, in conjunction with the other person of the staff and with network members.
4. Promoting active collaboration and sharing of good practice between network members and strengthening the nature of the interaction between them.
5. Maintaining and developing effective administrative and financial systems for the network, ensuring that they are implemented efficiently. Work closely with any external or internal auditors and consultants appointed by the network in finance and technology to ensure that effective administration and communication occurs within the network. Archive relevant financial and other records of the work of NPLD.
6. Arranging the meetings of the network including the Chair's Committee meetings, the Steering Committee meetings and annual General Assembly meetings of the network, as well as any other meeting requested by the Chairs' Committee. The FAO will be specifically in charge of maintaining and ensuring agreement for the official records of meetings of the network, preparing the minutes and keeping accessible the archives of NPLD. Communicate effectively to members and others who are attending meetings/events.
7. Ensuring that members of the NPLD have all the necessary information about network meetings and had received the proper papers within the agreed timetable. Arrange the relevant logistics which will include accommodation and travel when necessary.
8. Using a range of methods of communications media, including social media and NPLD's website, to connect with network members and a wider audience in order to promote the work of the network and regional and minority languages. Assist with providing members with information about the political and financial developments on the European stage.
9. Update the website as and when necessary and also feed social media with information and relevant images. Review and update the NPLD's Communication Plan.

10. Update the NPLD's database and ensure that relevant information is regularly reviewed so as to support the efficient and effective work of NPLD as a European network.
11. Communicating regularly with the Chair and the Chairs' Committee to ensure that the work of the network proceeds in accordance with the work programme and timetable agreed. Produce in conjunction with the other person of the staff minutes and records of meetings.
12. Support the other person on the staff with the practical logistics of arranging meetings and events with the European Parliament, European Commission and with other relevant bodies.
13. Work in conjunction with the Policy and Outreach Manager on the practical aspects of coordinating NPLD's relations with other organizations and networks that act to promote regional and minority languages on the European stage, and assist in the process of keeping the members of the NPLD informed of these developments.
14. Undertaking any other reasonable task requested by the employer.

Requirements:

- ✓ 3-5 years of working experience as an administration officer manager in Brussels or similar.
- ✓ A University Degree or equivalent is mandatory. Degrees directly related to the post, such as Political Sciences, European Studies, Sociology, Business Administration, or any other degrees with a specialization in Management will be an advantage. Postgraduate studies in relevant fields will also be an asset.
- ✓ Languages: Excellent command of English and good command of French and/or Spanish. The knowledge of Dutch, an official language in Belgium, will constitute an advantageous asset. The knowledge of other languages mainly used among the NPLD members will be an asset.

The following will be an asset:

- ✓ Knowledge of the legal obligations of an asbl/vwz legal obligations in Belgium
- ✓ Financial management experience in EU granted-projects will be an asset
- ✓ Interest and knowledge of the linguistic diversity in Europe
- ✓ Sound knowledge of the European institutions' structure and work

Contact for applications:

All those who are interested in applying are invited to send their **CV and a cover letter in English** by e-mail to the NPLD Secretariat (npld@npld.eu) before the 8th of November 2022 at 23.59h (CET). Please indicate the subject heading "Application for NPLD Finance and Administration Officer".

Due to the expected volume of applications, only shortlisted candidates will be contacted.

Shortlisted candidates will be contacted via e-mail between the 17th and 18th of November and invited to a face-to-face interview in Brussels on the 29th of November 2022.