

Administration Officer Application Pack

Closing Date	25/10/2020 23:59 CET
Interview Invites	30/10/2020
Online Interview Date	5-6/11/2020

This pack contains

1. Introduction
2. Job information
3. IGLYO secretariat
4. Benefits
5. Who can apply?
6. How to apply?
7. Selection details
8. Job description
9. Person specifications
10. Application questions

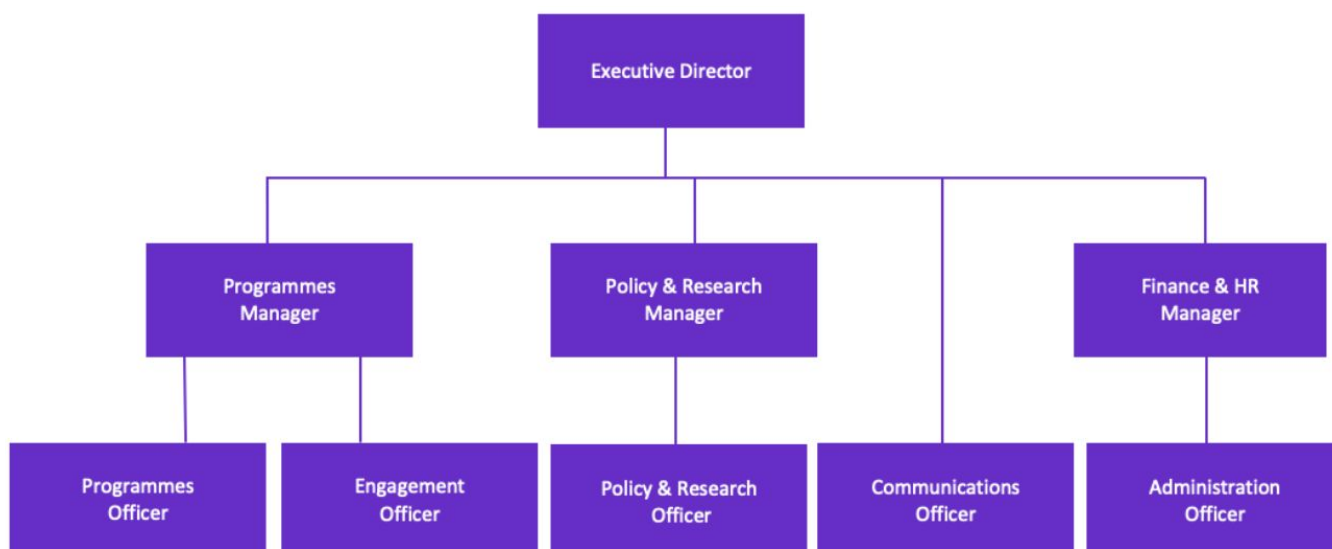
Introduction

IGLYO is the largest network of lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI) youth and student organisations in the world. As a youth development and capacity building organisation, IGLYO builds the confidence, skills and experience of young people to become leaders within the LGBTQI and human rights movements. We achieve this through a range of international conferences, events and workshops, as well as developing online training and resources. IGLYO's LGBTQI Inclusive Education Project aims to make schools safer and more supportive of LGBTQI learners by working with governments and civil society organisations to gather and monitor data, and to advocate for every young person's right to quality education. More information about IGLYO's work can be found at www.iglyo.com.

Job Information

Job Title	Administration Officer
Salary (Gross)	€2,160.76 per month + Prime de Fin D'année (1 month) + Double Pécule de Vacances (0,92% of 1 month)
Benefits	€7 lunch voucher for every day worked Monthly local travel subsidy Daily subsistence allowance for work outside of Belgium Additional annual leave between 25-31 Dec
Working Hours	37,5 hrs per week (5 days)
Holiday Entitlement	32 days (inclusive of public holidays)
Line Manager	Finances & Human Resources Manager
Contract	Permanent

IGLYO Secretariat



Benefits

- Meal vouchers (€7,00) for every full day of work
- Monthly local travel subsidy
- Additional annual leave between 25 - 31 Dec

Who can apply?

Candidates **must be eligible to work in Belgium** at time of application, as IGLYO does not have the capacity to sponsor work visas.

At IGLYO we strive for a diverse team so that age, sexual orientation, gender identity, sex characteristics, socio-economic status, ethnic identity, religious or political beliefs, (dis)ability or any other non-work-related criteria don't have a negative impact in the selection process.

IGLYO particularly welcomes applications from women, trans, and non-binary people, individuals from an ethnic minority, BIPoC and/or who are under thirty years old.

How to apply?

Please read through the role description and personal specification contained within this pack, and if you match all the essential criteria, we invite you to complete our [Online Application Form](#).

Selection details

Candidates who are shortlisted will be notified by email and will be asked to attend an online interview.

The successful candidate will be expected to take up their post within **one month, the start date is negotiable.**

Informal enquiries about the post can be sent to jobs@iglyo.com.

Job description: Administration Officer

Administration

- Ensure the efficient day-to-day running of the office systems, supplies, technology, and equipment
- Liaise with service providers, technicians and building administrators to ensure a good maintenance level of the premises.
- Process incoming and outgoing correspondence and respond to enquiries, referring these to other staff, elsewhere within IGLYO or externally as appropriate.
- Provide an efficient and effective administrative service by implementing and monitoring systems and procedures
- Develop and implement systems to ensure that IGLYO's online filing system is well organised and maintained
- Act as the point of contact for internal and external clients and provide general support to visitors
- Ensure the office is well maintained and organised

Financial

- To assist the Finance and Human Resources Manager to process invoices and reimbursements in an accurate and timely manner
- To scan and organise all financial documents
- To support the collection and recording of annual membership fees

Events and meeting logistics

- To organise and coordinate the logistics of meetings and events, including researching and booking travel/accommodation/venues
- To liaise with host organisations and external providers to ensure that all event logistics are planned and managed well
- To prepare information packs for meetings, conferences and other events
- To answer participant enquiries before and after events
- To enter data from event evaluations and other consultations
- To take minutes, type up notes from meetings and events
- To prepare documents for meetings and events (attendance registers, daily subsistence forms, daily subsistence payments, model release forms, etc.)
- To collect and organise all relevant meeting and event evidence (boarding passes, receipts, invoices)

Events and meeting logistics

- To support the Finance and HR Manager to coordinate the efficient day to day running of the office, including ordering supplies, dealing with incoming/outgoing correspondence, and maintaining office files
- To attend various events/meetings to provide administrative and logistical support
- To work with the Communications Officer to update IGLYO's website and social media with relevant content
- To attend various events/meetings to provide administrative and logistical support
- To undertake other reasonable duties which may be required from time to time

Personal specifications: Administration Officer

Area	Essential	Desirable
Experience	<ul style="list-style-type: none"> ● Experience of office administration ● Experience of coordinating event logistics (booking travel, accommodation, catering and venue hire) 	<ul style="list-style-type: none"> ● Experience of working for an NGO (paid or voluntary)
Personal Qualities, Skills & Knowledge	<ul style="list-style-type: none"> ● Excellent organisational and numerical skills ● Knowledge of office management systems and procedures ● Accuracy and attention to detail ● Ability to multi-task and manage several activities and deadlines simultaneously ● Excellent spoken and written English ● Approachable manner and ability to answer a wide range of enquiries in a prompt and courteous manner ● Have LGBTQIA+, gender and diversity knowledge 	<ul style="list-style-type: none"> ● Basic knowledge of French, Dutch or Flemish
Technical	<ul style="list-style-type: none"> ● Excellent IT skills with extensive experience of using Microsoft Office & Google Drive 	<ul style="list-style-type: none"> ● Experience of Wild Apricot or other membership database software
General	<ul style="list-style-type: none"> ● Eligible to work in Belgium ● Ability to relocate to Brussels and travel on an occasional basis ● Ability to work flexibly, including often working irregular hours 	

Application questions

Below you'll find the information you'll have to submit in your application. Please do not send a word document with this information but [fill in this form](#).

1. Personal details

Your name
Email address
Phone number
Eligibility to work in Belgium

2. Application questions

Qualifications & Employment History

Please list your most relevant qualifications followed by your work and/or voluntary and/or life experiences. Please do not list your full employment history, only the most recent/relevant.

Office Administration

In 250 words or 1500 characters (maximum), provide an example which demonstrates your experience in administration within a non-profit organisation or similar office environment.

Organisational Skills

In 250 words or 1500 characters (maximum), provide an example which highlights your ability to manage different tasks and requests. Describe what steps you took to stay organised.

Events Logistics

In 250 words or 1500 characters (maximum), provide an example of your experience of organising and supporting the organisation of an event, describing the specific tasks you led.

LGBTQIA+, gender and diversity skills

In 250 words or 1500 characters (maximum), describe what gender and diversity knowledge you have and how you would apply it within your work at IGLYO.

Free Answer

In 250 words or 1500 characters (maximum), this is the space for you to tell us more about yourself, something that you haven't yet mentioned in your responses above. This may include personal strengths, expectations of the post and why you are applying for this position.