

ADMINISTRATION OFFICER Application Pack

EXTENDED DEADLINE TO 19/01/2021 09:00

Closing Date	08/01/2021 23:59	19/01/2021 09:00
Interview Invites	13/01/2021	20/01/2021
Online Interview Date	20-22/01/2021	27-29/2021

IGLYO particularly encourages applications from women, trans, & non-binary people, individuals from racialised communities, ethnic minorities & people who are under 30 years old.

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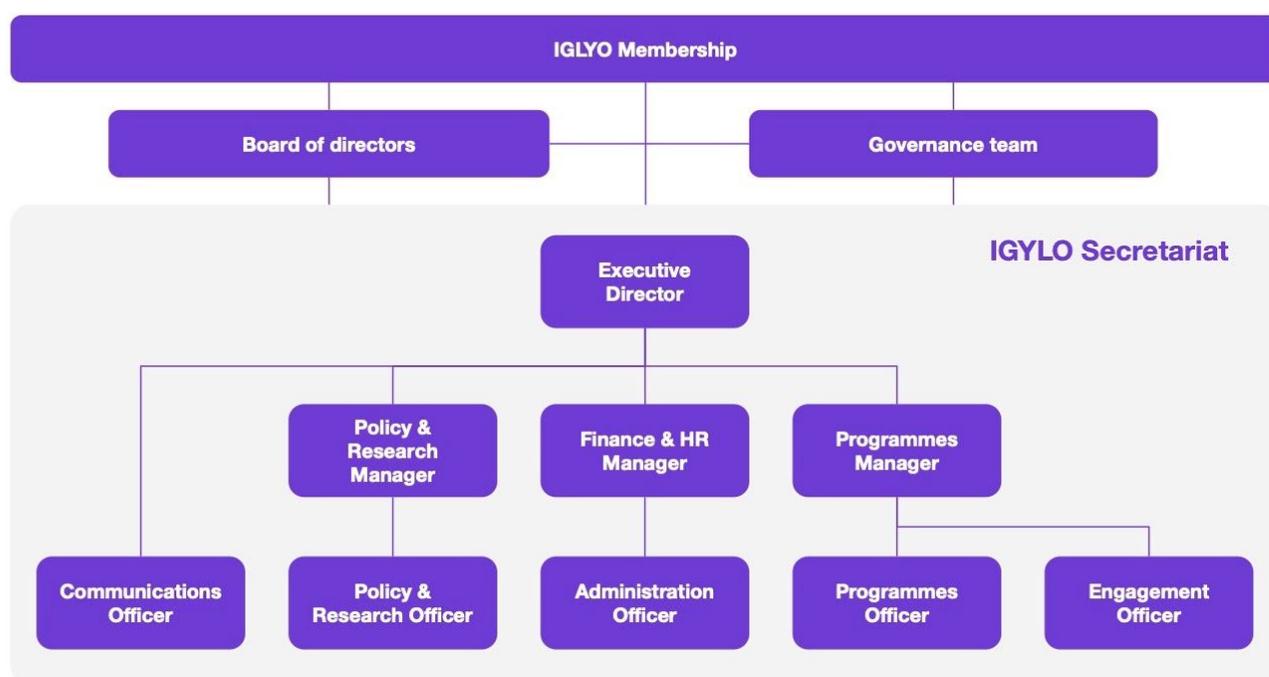
Introduction

IGLYO is a European network of over 100 organisations run by and for lesbian, gay, bisexual, transgender, queer & intersex (LGBTQI) youth & students.

As a youth development & capacity building organisation, IGLYO builds the confidence, skills & experience of young people to become leaders within the LGBTQI & human rights movements. We achieve this through a range of international conferences, events & workshops, as well as developing online training & resources.

IGLYO's LGBTQI Inclusive Education Project aims to make schools safer & more supportive of LGBTQI learners by working with governments & civil society organisations to gather & monitor data, & to advocate for every young person's right to quality education. More information about IGLYO's work can be found at www.iglyo.com.

IGLYO organisational structure



Working at IGLYO

At IGLYO, we believe that you come first. In a period where we feel most alone and isolated, we understand that connecting to each other is of uttermost importance. That is why a typical day, week, month and even year at IGLYO is ever-changing. We moved from hugs to virtual high fives during the global pandemic, but we kept true to one belief: great work starts with us. Not us as individuals, but us as a team.

As a small team, we believe that each and every single one of us plays an important role in the work we do. Every project involves multiple key players, from organising and facilitating online discussions, to planning and conducting our Inclusive Education Report. Without you, there is no us.

At the same time, we acknowledge that we have to keep moving forward, which is why we check in with each other regularly during our weekly staff meetings. Did your cat do something silly or did you take an amazing bike ride around your city? We'd love to hear it! Besides the staff meetings, we also organise meetings with both board and staff, where we discuss and review the activities we do and brainstorm about points of improvement.

Job Information

Job Title	Administration Officer
Salary (Gross)	<ul style="list-style-type: none">• 2,160.76€ per month• Prime de Fin D'année - <i>this is a 13th month salary, paid in December along with a 12 month salary, taxed slightly differently.</i>• Double Pécule de Vacances - <i>this is an extra month holiday pay, paid (after 1 year of work in Belgium) in May to the value of 92% of a usual work month.</i>
Benefits	<ul style="list-style-type: none">• 7€ lunch voucher for every day worked - <i>averaging at 150€/month</i>• Monthly local travel subsidy - <i>this payment depends on where you live & what form of travel you take to the office</i>• Yearly training allowance• Relocation costs covered up to 250€
Holiday Entitlement	<ul style="list-style-type: none">• 32 days (inclusive of public holidays)• Additional 5 days annual leave between 25-31 Dec
Working Hours	37,5 hrs per week (5 days), core working hours between 9h30 & 16h00.
Line Manager	Finances & Human Resources Manager
Contract	Permanent

Who can apply?

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

IGLYO particularly encourages applications from women, trans, & non-binary people, individuals from racialised communities, ethnic minorities & people who are under 30 years old.

As part of its efforts to ensure diversity & inclusion, IGLYO collects equalities data on applicants for open positions. This helps us assess which identities and groups we need to make more effort to attract to future opportunities. To help us with this work, [please fill out this optional anonymous equalities form](#).

How to apply?

Please read through the job description & personal specification contained within this pack. If you match the essential criteria, [we invite you to complete our Online Application Form](#). When completing the application form, [we also invite you to fill in our equalities form](#) (optional). The form will help us understand who we are reaching out to and enable IGLYO to work towards greater diversity and inclusivity.

If you're successful, you will receive an invitation to interview with a pre-interview exercise to complete. You'll receive the interview questions via email 30min prior to the interview so you can be fully prepared.

Candidates who are shortlisted will be notified by email & 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

- To support the Finance & HR Manager to coordinate the efficient day-to-day running of the office systems, supplies, technology & equipment, including ordering supplies, dealing with incoming/outgoing correspondence, & maintaining office files
- Ensure the office is well maintained & organised
- Liaise with service providers, technicians & building administrators to ensure a good maintenance level of the premises
- Process incoming & outgoing correspondence & respond to enquiries, referring these to other staff, elsewhere within IGLYO or externally as appropriate
- Provide an efficient & effective administrative service by implementing & monitoring systems & procedures
- Develop & implement systems to ensure that IGLYO's online filing system is well organised & maintained
- Act as the point of contact for internal & external clients & provide general support to visitors
- To work with the Communications Officer to update IGLYO's website & social media with relevant content
- To undertake other reasonable duties which may be required from time to time

Financial

- To assist the Finance & Human Resources Manager to process invoices & reimbursements in an accurate & timely manner
- To scan & organise all financial documents
- To support the collection & recording of annual membership fees
- To liaise with host organisations & external providers to ensure that all event logistics are planned & managed well

Events & meeting logistics

- To organise & coordinate the logistics of meetings & events, including researching & booking travel/accommodation/venues
- To prepare information packs for meetings, conferences & other events
- To answer participant enquiries before & after events
- To prepare documents for meetings & events (attendance registers, daily subsistence forms, daily subsistence payments, model release forms, etc.)
- To collect & organise all relevant meeting & event evidence (boarding passes, receipts, invoices)
- To enter data from event evaluations & other consultations
- To attend various events/meetings to provide administrative & logistical support
- To take minutes, type up notes from meetings & events

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 & venue hire) 	<ul style="list-style-type: none"> • Experience of working for an NGO (paid or voluntary) • Experience of coordinating international event logistics
Personal Qualities, Skills & Knowledge	<ul style="list-style-type: none"> • Have LGBTQIA+, gender & diversity knowledge & experience • Excellent organisational & numerical skills • Knowledge of office management systems & procedures • Accuracy & attention to detail • Ability to multi-task & manage several activities & deadlines simultaneously • Good spoken & written English • Approachable manner & ability to answer a wide range of enquiries in a prompt & courteous manner 	<ul style="list-style-type: none"> • Some 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 & 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 online application form**.

When filling your application, we encourage you to use the **STAR method**.

1. Personal details

- Your name
- Your pronouns
- Your birth date
- Your Email address
- Your 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 activism and/or life experiences. Please do not list your full employment history, only the most recent/relevant.

LGBTQIA+, gender & diversity experience

IGLYO works at the intersection of youth & LGBTQIA+ struggles, could you tell us how you can relate to this? LGBTQI young people and upholding the values of diversity and non-discrimination are central to all roles within IGLYO. Tell us what personal values and experience of working with diverse groups you'd bring to the role? In 250 words/1500 characters (maximum).

Office Administration

In 250 words/1500 characters (maximum), provide an example which demonstrates your experience in administration within an office environment.

Organisational Skills

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

Events Logistics

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

Free Answer

In 250 words/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 & why you are applying for this position.