



## Job Specification Eurosite Administrator

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### 1. Organisation

Eurosite – the European Land Conservation Network (Eurosite) is a network association constituted by its members. Eurosite's vision is a Europe where nature is cared for, protected, restored and valued by all. We work towards this aim by providing natural site managers and other conservation practitioners with opportunities to network and exchange experience on practical nature management. We connect non-governmental and governmental organisations as well as individuals committed to our vision. We believe the future protection and conservation of Europe's nature will only be achieved through international cooperation.

Eurosite's Secretariat provides a full range of network services determined by members' priorities. The Secretariat works as an integrated, functioning team where individual levels of responsibility vary according to each post. The Administrator reports directly to the Eurosite Director and contributes to the overall quality of network services.

Due to changes in the way we work, following the outbreak of the worldwide Covid-19 pandemic, Eurosite does no longer have its own office. Secretariat staff are working from home and meet each other online on a weekly basis through our team meetings. They have regular bilateral meetings with their supervisor and meet in real life every now and then. Eurosite values a good work-life balance, especially as the staff works from home and occasionally travels across Europe to meet project partners and members.

### 2. Job Role

The Administrator's primary role is to support the smooth running of the administrative processes at the Secretariat. The work will mainly focus on three work areas: administrative and financial support for EU-funded projects, for Eurosite's general bookkeeping, and for the membership administration. This will ensure streamlined and timely processes.

Furthermore, the Administrator supports Eurosite's associated services for members, facilitation of working groups and implementation of projects in line with the strategic objectives of Eurosite. Examples could be the coordination of the registration process for events and answering questions from participants, preparing and coding invoices, and gathering and reviewing financial justifications from project partners.

Eurosite is active in Europe and cooperates with international partners. Within our network, English is our working language. Eurosite's legal seat is in the Netherlands. This means that we also regularly correspond in Dutch with our bookkeeper, accountant, tax authorities and other parties.

Core functions are identified as:

- support office administration processes as an essential service to providing network services (e.g., preparatory work for our bookkeeping, supporting the management of incoming and outgoing money)
- administrative and financial support for EU-funded projects (e.g., gathering and reviewing financial justifications from project partners, supporting Eurosite's own reporting for projects)
- processing membership applications (e.g., arranging the necessary paperwork, setting up membership profiles on our website)
- support the organisation of Eurosite networking events, working groups and project meetings (e.g., coordination of the registration process for events and supporting the budgeting and financial reporting process)
- support in tasks of the Director, other secretariat staff or Board members, if appropriate.



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### 3. Job requirements

#### *Essential*

- excellent written and oral communication skills, thorough command of the spoken and written Dutch and English language
- extensive experience with a variety of MS Office packages – Word, Excel, Teams, PowerPoint, Outlook – as well as high degree of confidence in use of internet and web-based technology
- an enthusiastic individual with a well-organised and professional approach to his or her work
- accurate and numerate, with attention for details
- representative, friendly and approachable
- a team player, also capable of acting on own initiative and able to work independently

#### *Desirable*

- a higher education degree or vocational qualification (in financial administration, international business, or comparable fields)
- (basic) bookkeeping knowledge
- experience with the administration and reporting of EU-funded projects
- knowledge of other European languages
- confidence with presentation of information for (non-technical) audiences
- experience with online meeting and webinar platforms, such as MS Teams and Zoom
- experience of working in international settings, involving people and organisations from different countries and cultural backgrounds
- an affinity with and understanding of the (European) non-profit nature conservation sector.

### 4. Salary scale and full time equivalent

As per the start date of the job contract, Eurosite uses the 'CAO Rijk 2021' salary scales of the Dutch Government (*CAO Rijk 2021 salarisschalen*, July 2021). The post of Administrator has been graded at salary scale 8. An employment of 0.8 FTE (full time equivalent) is envisaged.

### 5. Application

*Interested candidates are invited to submit their motivation letter and Curriculum Vitae to [info@eurosite.org](mailto:info@eurosite.org) before Monday 15 August 2022. Please mark in the subject: "Application – Eurosite Administrator". Questions about the vacancy and/or procedure can also be sent to [info@eurosite.org](mailto:info@eurosite.org). Please note that the response time may be a little longer than usual due to the summer period. The Eurosite office will be closed from 18 July 2022 until 19 August 2022.*

*Job interviews are scheduled (online) for 25 August 2022.*

Please view the Eurosite privacy statement with regards to applications on the next page.

This summer, our new Eurosite website will be launched. You may therefore experience difficulties accessing our website. If so, please try again a little later!

Eurosite, 4 July 2022



## Recruitment privacy statement

### Recruitment

This privacy statement is also intended to inform applicants of the way in which Eurosite collects and processes the data of applicants and applies to all recruitment and selection procedures at Eurosite.

#### *The purposes of collecting and processing*

Eurosite offers employment possibilities, including volunteering and internships. The data and documents provided by the applicant, for example by email or regular mail, are processed by Eurosite, among other things, to determine whether the applicant is eligible for a position within Eurosite. In order to make a good selection of applicants for the right vacancy, the recruitment and selection process at Eurosite can consist of comparing the applicant's details with the vacancy and the corresponding qualifications, and possibly contacting job applicants. In some cases, Eurosite might contact referees / training institutes. In addition, the data can be processed for passing on information to the relevant applicant about other vacancies for which the applicant could be eligible. The applicant's details can also be forwarded within Eurosite to determine whether an applicant is eligible for a job other than the position for which the job was applied. Furthermore, the data can be used to send general information to the applicant, for example about Eurosite and (the functioning of) the website.

If an applicant is hired, personal data obtained can be further processed for the implementation of the employment contract, including the drafting of the employment contract and for administrative purposes.

The applicant's personal data will initially be collected through the motivation letter and / or curriculum vitae submitted by the applicant. In addition, personal data may also be collected through personal and / or telephone contact with the applicant, referees and / or training institutes, or further written information. Data from public sources can also be consulted. In case of internal applications, use can also be made of personal data already available within Eurosite.

#### *Which data is processed?*

Eurosite processes personal data that may be relevant to the recruitment and selection procedure. This concerns in any case the data as provided by the applicant, including name and address details, other contact details, the gender, the date of birth of the applicant and any photograph. Furthermore, the education, courses followed, internships and the job history of the applicant may be relevant.

If this is necessary for the job, applicants can be subjected to an assessment. In that case, the persons who are responsible for the execution thereof will be provided with personal data that are necessary for the assessment.

#### *Retention of data*

Eurosite stores the data of applicants during the recruitment and selection procedure. During the recruitment and selection procedure, the applicant can indicate (in their motivation letter) whether Eurosite can approach the applicant for future vacancies. If the applicant gives permission for this, the details of the relevant applicant will be kept for one year. If the applicant does not give permission for this, the details of the applicant will be deleted no later than four weeks after completing the application procedure. An applicant can withdraw consent given at any time. A message must be sent to [info@eurosite.org](mailto:info@eurosite.org).

#### *The rights of the applicant*

An applicant has the right to inspect the processing of his/her personal data. Requests in this area should be addressed to the e-mail address above. In response to such a request, an applicant may request that his/her data be corrected, supplemented, removed or screened off, for example if the data is factually incorrect.

Eurosite, 17 May 2018