

Organisational Assistant 2017

ERRIN

Founded in 2001, ERRIN is a unique platform of more than 130 dynamic EU regions and their Brussels representation offices and regional stakeholders. ERRIN promotes knowledge exchange, joint actions and project partnerships between its members in order to strengthen regional research and innovation capacities and contribute to achieving the goals of the Europe 2020 Strategy, the Innovation policy (e.g. Innovation Council) and Smart Specialisation. With its 14 thematic Working Groups, ERRIN covers most research and innovation topics. ERRIN has a 4P mission – policy, projects, profile, and partnership and is recognised as playing a strong role in Brussels as the regional voice in research and innovation policy at the European level. ERRIN has a strong, motivated team and seeks a fellow staff member to improve further ERRIN's services to its members.

Job Description

All roles in ERRIN involve some multi-tasking and room for growth but the candidate would be expected to be able to deliver the following tasks. The post will contribute to the development of skills in the tasks below and build a strong profile for a future career either in ERRIN or in communications, regional or research and innovation sectors in Brussels.

Tasks

Working Groups

1. Support the organisation of ERRIN events and ERRIN Working Group meetings. This will involve close working relationships with the Working Group leaders and regional offices hosting meetings;
2. Support the development of Working Group meeting agendas, attend the meetings where possible and organise the reporting and follow up actions of the meetings;
3. Support the development of Working Group annual work plans.

Administration

4. Support the Projects Manager in back office financial activities such as membership payment tracking and inputting information for cash flow forecasts;
5. Support general events (organisation, reports, minutes, photos, live tweeting etc.);
6. Provide input to a CRM tool;
7. Support the ERRIN team in general back office functions.

Profile raising and occasional duties

8. Be prepared to take on out-of-hours activities – receptions, dinners, etc. Be also prepared to travel in Europe for ERRIN activities where necessary.
9. Assist the Secretariat where appropriate.

Conditions

Initially ERRIN will offer a fixed-term Belgian internship under a “*Convention d’immersion professionnelle*” which will end in March 2018. The salary will be 950 euros per month plus a monthly travel pass for Brussels.

Candidate profile

This post is open to all graduates. Excellent spoken and written English is required along with knowledge of one other European language. ERRIN is seeking a self-motivated person who can work autonomously and is solution-oriented. The person must be customer-focused and able to work and actively contribute to a team. The person selected would ideally have plans to remain in Brussels and develop knowledge of the research and innovation and/or regional policy fields.

Application procedure

Please send a letter of motivation (in English) and a CV to info@errin.eu by 2nd August 2017. Selected candidates will be interviewed on 10th August in Brussels. No travel expenses will be paid.