

WE'RE HIRING!

Grants and Operations Officer **for Break Free From Plastic in Europe** hosted by Zero Waste Europe

About the Break Free From Plastic movement

Break Free from Plastic (BFFP) is a global movement envisioning a future free from plastic pollution. Since its launch in September 2016, 2500 organisations from all over the world have joined the movement to demand massive reductions in single-use plastics and to push for lasting solutions to the plastic pollution crisis. In Europe, the movement counts more than a hundred active members, coordinating their work to achieve systemic change. Zero Waste Europe (ZWE) hosts the coordination of the European chapter of the movement.

To know more please visit breakfreefromplastic.org.

About you

You are a passionate and organised person experienced in administration, grant management, project management and/or events organisation. You know how to streamline the operations of a small but very dynamic team and are enthusiastic about solving problems at the service of a systemic change.

You are very good at anticipating challenges, jumping on opportunities, and quickly finding creative solutions. You have a particular appetite for organisational tasks and you have a strong attention to detail.

You excel at personal relations and enjoy teamwork; are capable of running different tasks simultaneously and like working in an agile international environment. You are passionate about environmental and social justice, with a particular interest in plastic.

About the role

As the BFFP Europe Grants and Operations Officer, you are responsible for the administration of BFFP Europe's grants, and the operations and administration matters of its coordination team.

Grants administration (~50%)

- Prepare financial reports in accordance with funder's requirements and in coordination with the Ops team of BFFP Europe host organisation
- Monitor the budget, process invoices and prepare payments
- Lead on creation and implementation of procurement and internal financial procedures
- Lead on members' subgranting agreements and reporting

Operations and administration (~50%)

Provide administration support, including:

- Relationship with providers (managing contracts, invoices, etc. and liaising with ZWE finance representative)
- Database management
- Expenses management
- Team travel booking (book travel and accommodation, etc.)
- Managing internal tools and operations, in particular tools such as Slack, Asana, Google drive, Zoom, (internal) mailing lists
- Onboarding new team members on operations, tools and administrative matters
- Liaising with ZWE HR representative on HR matters

Coordinate events (in-person, 'hybrid', and online):

- Manage the scheduling, invitation and registration processes, budgeting and liaising with suppliers, follow-up with the invitees, including reimbursements if relevant

Person specification

Experience

Essential

- Administrative and operations experience
- Experience in leading and organising engaging meetings and events

Desirable

- Experience in grant management
- Experience with project and events management, including budgeting and fundraising, at international level

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- Experience in working for an NGO
- Experience in working with people from different cultures and nationalities in a way that facilitates intersectional approach

Knowledge, skills and understanding

Essential

- Excellent command in English (spoken and written), as well as ability to work with non-native English speakers
- Excellent organisational skills and attention to details

Desirable

- Solid IT competences with collaborative tools (Google Drive, Slack, Asana, Zoom, Google Groups)
- Other languages, apart from English are a plus

Personal qualities

Essential

- Excellent interpersonal skills and team player
- Capacity to running different tasks simultaneously
- Appetite for working in an agile international environment
- Willingness to work with flexible schedule, as required

Desirable

- Problem-solving attitude and results-oriented
- Commitment to accuracy, efficiency and a high standard of work
- Willingness to take initiatives

Location, Compensation and Work Environment

This is a full-time position with a Belgian contract. We work under a hybrid setup where you will work hybrid between home and our Brussels office.

A valid working permit for Belgium is required. The initial contract will be for one year, with the possibility to be extended to a permanent one.

We offer a competitive **gross salary in the range of €2800-3200/month**, which is fully calculated according to your transferable years of experience, the requirements of the current job offer, and our internal salary policy.

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In addition to this, we offer benefits such as lunch vouchers (8 eur per day worked); a 13th month (year end bonus) proportional to your time worked during the year; 20 vacation days plus 10 extra-legal holidays; health insurance (DKV), commuting allowance, working from home allowance, and travel insurance. We also offer flexible working times, where you can organise your work time in accordance to your own and your work needs.

Starting date: immediate

Equal Employment opportunity

At BFFP Europe, we understand that not all individuals have the same opportunities to engage in paid work or studies both within and outside of the movement. We highly value passion and experience in addressing plastic pollution, environmental, social, health and human rights justice. We are open to receiving applications from those who may not fulfil all the required skills but have the interest, passion and lived experiences to fulfil the role. In this respect, we encourage people from a diverse intersection of backgrounds to apply.

TO APPLY:

Please follow this link where you will be asked to fill in your basic information and send your CV and motivation letter with references. All these materials should be provided in English and in pdf.

Please contact us at admin-europe@breakfreefromplastic.org if you have any questions, stating in the subject line *Reference: BFFP Europe Grants and Operations Officer*. Please note that applications via email will not be accepted - only through the application form provided through the link above.

Deadline for application: **31st of January 2022**

Due to the high amount of applications, only short-listed candidates will be contacted.