



Association Européenne pour l'Information  
sur le Développement Local a.s.b.l

## Vacancy: Network manager, ESF Transnational Platform

AEIDL is a social enterprise that promotes sustainable local development and implements European projects in the employment, social, environmental and other fields. A job vacancy has arisen for a **network manager** in the ESF Transnational Platform. This 6-strong team helps EU Member States to work with each other to improve their employment and social policy in two main ways: through mutual learning and the co-ordination of calls for ESF-supported projects.

The job entails managing the meetings of 10 thematic networks (c. 30 meetings per year, including sometimes by web conference). This involves:

- supporting the Thematic Experts, network Chairs and European Commission in designing work programmes, agendas and activities
- organising logistics (registration, venues, meals, travel etc.) and ensuring the smooth operation of the meetings
- taking the minutes of some meetings (meeting participation is shared among team members)
- evaluating participant satisfaction
- checking and approving invoices and reimbursement claims
- maintaining a database of 500+ network participants

You will also be expected to share in the other work of the team, such as helping organise conferences and seminars, and sometimes writing newsletter articles on network activities and making presentations to networks.

The necessary qualities are:

- administrative efficiency and attention to user satisfaction
- interest in public policies and work with administrations
- teamwork in a multicultural environment
- proficient communication, spoken and written, in English
- competence with IT tools (Office, Google, websites)
- working in Brussels and travelling within the EU as necessary

The post will run until July 2019. Engagement can be as an employee or self-employed person.

If you wish to apply for this job, please write for an application form by 31 January 2017 to:

Toby Johnson, Team leader, ESF Transnational Platform: <mailto:esf@aeidl.eu>

Our websites are at: <http://www.aeidl.eu> and <http://ec.europa.eu/esf/transnationality>