



## Office and Event Manager (32 h)

### European Organisation of Prison and Correctional Services (EuroPris)

#### Organisation:

EuroPris is a young organisation with a young team. The organisation was founded in 2011 to connect European prison services and provide a platform for exchange of knowledge and experience in the field of corrections. We inspire prison services to better performance, more humane treatment of prisoners and improved work conditions for staff.

34 prison services are members of EuroPris, and the network covers all parts of Europe. We are the central contact point for information about European prisons and for organising practice-oriented events on a variety of prison related issues. EuroPris is also linked to the European Commission and has an observer status at the Penological Council of the Council of Europe.

With a small team we are providing services for a wide network. For our office in The Hague we are now looking for an Office and Event Manager, a central role in the office and for the coordination of EuroPris events. You will be working with highly skilled and experienced colleagues. Your role is to facilitate for the organisation to operate effectively and professionally towards the vision of EuroPris - improved public safety and security in Europe, through better detention standards and prison practice.

EuroPris is in a phase of consolidation. As an Office and Event Manager you will contribute not only to the daily operations, but also to setting standards by developing templates and routines within the responsibilities of your position.

#### Key Responsibilities

#### Office management

- Updating contact databases (Constant Contact, Virtual Office)
- Participating at relevant meetings, making notes
- Maintaining digital and physical folders
- Ordering new materials for events and equipment for the office
- Main point of contact
- Send official letters to members and board members
- Managing KMS queries and reports, managing answers
- Reporting to the European Commission.

## Event management

- Organising meetings, board meetings, expert meetings, workshops, annual general meeting and conferences
- Sending announcements for events
- Setting up registration forms
- Placing information about events on website
- Search venues and service providers, making appointments and draft agreements
- Setting up contract with venues for catering and meeting room reservations
- Making contact with hotels for room reservations
- Support at the events, main contact point
- Booking tickets for board members and experts
- Collecting presentations from events and uploading them on the website
- Making evaluation for events and reporting

## Required background and qualifications

### Qualifications

- Educated to Applied Sciences degree level (or equivalent experience and/or qualifications) in a subject related to management and administration
- 3+ years work experience in a similar role
- Excellent command of written and spoken English and Dutch

### Skills and experiences

- Office management: Prior experience of office management is essential. Demonstrable experience of planning and using initiative to improve operational efficiency; proficient computer literacy (Microsoft suite, Google suite, CMS) and excellent organisational and administrative skills.
- Event Management: Setting up physical or online events such as workshops, meetings and conferences require a long-term preparation with the ability to check for errors and inaccuracies. There are hard deadlines to work to, and multiple parties internally and externally to work with. Meeting and workshop coordination experience would be an advantage.
- Communication: You will be working with people from many different cultures, expertise and experience across the organisation. Working in collaboration means understanding the needs of the people you are working with, and ensuring they understand your needs.
- Relations Management: As Office Manager and main point of contact to EuroPris, you will be expected to build warm, supportive relationships with a variety of professionals and stakeholders at all levels, demonstrating excellent networking, listening and intercultural skills.
- Co-ordination and workload management: Proven ability to communicate and coordinate workflow assertively. You will need to be comfortable in coordinating tasks with colleagues, and

in managing a high number of tasks simultaneously. Flexibility and an ability to re-prioritize work to adapt to changing external demands is important.

### **Qualities, Personal Style and Approach**

- Commitment to and enthusiasm for the mission of EuroPris
- Self-motivated, driven and proactive within areas of responsibility
- Comprehend the needs of stakeholders and members
- Eye for details, thorough and self-reflective
- Service minded
- Negotiating skills
- Team player
- Ability to command the respect and cooperation of a wide range of professionals

Position will require travelling within Europe.

We offer a salary based on qualifications and experience, flexible working hours, and a warm and inspiring working environment in the heart of The Hague. The initial contract will be for one year, with the intention of a long-term extension, depending on performance. The position is open from **1 September 2022**; an earlier starting date is possible.

If you are interested, please send your CV and a motivation letter in English language **until 22 May** to: [gustavtalling@europris.org](mailto:gustavtalling@europris.org).

Please mention "Office/Event Manager" in the subject of your email.

For inquiries, please contact Gustav Talling by sending an e-mail to the above-mentioned address.