



**Local & Regional
Europe**

Application pack

For the position of Event Officer

The Council of European Municipalities and Regions (CEMR) is the European umbrella organisation of local and regional governments, representing over 60 national associations from 40 countries. Our policy work consists in influencing EU legislative and policy-making process, and in providing a forum for exchange of knowledge and experience to our members.

Every four years, CEMR organises a Congress with around 1 000 participants; this is the main event of our organisation, and largest congress of local and regional representatives in Europe.

Our next Congress will take place in Innsbruck (Austria) in May 2020 and the main focus will be the localisation of the Sustainable Development Goals (SDGs). This event is hosted by the City of Innsbruck and coordinated with two of CEMR local members – the Austrian association of Cities and Towns and the Austrian association of Municipalities.

We are currently looking for an **Event Officer** to support CEMR Secretariat in the preparation of the Congress, in particular the organisation of the sessions and in related activities.

The position is based at our Headquarters in Brussels.

The selected person will work within the office of the CEMR Secretary General and with the different teams of the Secretariat (European Affairs, Communication, Administration and Finance, Projects).

The Event Officer will be the contact point for the preparation of the Congress, her/his task will include:

Conference programme

Under the supervision of the Secretary General and in cooperation with the different teams:

- Coordinate the preparation of the different sessions and manage the contacts with the speakers: invitations to speakers, session chairs and moderators, special guests, EU affairs journalists...;
- Assist with the preparation of the programme: logistics, preparation and update of documents, ...

Communication

- Assist the Communication team and the City of Innsbruck in ensuring the promotion of the Congress through CEMR network of associations and partners in Europe and Worldwide;
- Liaise with CEMR team and the Host City for the planning and development of all communication activities, including the setting-up of a visual guideline, the website, newsletters, videos, displays and visual aids, media partnership, the press following European affairs, the organisation of press conferences...;
- Translate texts and documents into German, English and French;
- Update the Congress website;

Administration and finance

- Liaise with CEMR administration and finance department regarding the financial aspects of the Congress.

Logistics

- Ensure the relation with the Professional Conference Organiser (PCO) and the host city regarding the general logistic of the congress: meeting room arrangements, interpretation facilities, translation of documents, services to the guests...

- Follow the registration of participants together with the Host City;
- Ensure that protocol policies in force in the host country are followed, together with the Host City;
- Monitor the organisation of technical visits and cultural excursions with the Host City;
- Liaise with the Statutory Affairs Officer regarding the statutory meeting during the Congress.

During the Congress

- Ensure the smooth implementation of the Congress - including last minute changes - together with the Host City and the PCO;
- Help with the running of the CEMR stand.

Organisational committee:

- Assist the Secretary General during the different preparatory meetings, draft the minutes and ensure the follow-up with the related teams;

Follow-up – after the Congress

- Send out thank you letters to the guests;
- Assist the press and communication team in issuing press releases for European and international news agencies;
- Disseminate any documents resulting from the Congress.

Qualifications and experience

- Between 2- and 4-years' experience in organising international events;
- Negotiation skills;
- Excellent written and oral communication skills;
- German and English languages - both at mother tongue level + French
- Good interpersonal skills, organisational ability and time management;
- Interest in European and International policies;
- Experience in or with a local/regional government or their associations desirable.

Non-technical skills

- Capacity of initiative, organisation and coordination in the preparation of the conference;
- Team work;
- Flexibility and adaptation to changing situations;
- Capacity to handle strict deadlines, and to support partners in the delivery of their activities;
- Strong networking, interpersonal and communication skills including social media;
- Experience of working in an intercultural and multinational environment
- Resistance to stress.

Main terms and conditions of employment

The full terms and conditions will be set out in a contract made on the basis of Belgian law. The following summarises some of the main points:

Location

The position is based at the CEMR headquarters, in Brussels; Square de Meeûs 1, 1000 Brussels; several trips to Innsbruck during the length of the contract.

Duration

The proposed contract will start as soon as possible and until 30 June 2020.

Salary

The annual gross salary for this position will be according to experience and qualifications of the successful candidates.

Hours of work

The job is for 38 hours per week (5 days), with normal office hours being from 9:00 to 18:00 (from Mondays to Thursdays); 9:00-16:00 (on Fridays). Some flexibility in working hours will be required.

Holidays

Employees are entitled to 25 days of paid holidays per year, in addition to public holidays, as well as a week off between Christmas and New Year's Day.

How to apply for this position

Please send by **9 January 2019 (midnight)** the following two documents, one in English and in the other one in French:

- 1) A cover letter of maximum two pages, explaining why you are interested in this position and why you would be the ideal candidate;
- 2) A curriculum vitae, including employment history (with net salary), education, professional qualifications, language skills and contact details of two references.

Please send us your application by email to **application@ccre-cemr.org** with the subject "Event Officer".

Selected candidates will be invited for an interview and a written test, in English and French, in Brussels in January.

About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 60 national associations of municipalities and regions from 41 European countries. Together these associations represent some 130 000 local and regional governments.

CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange between its member associations and their elected officials and experts.

Moreover, CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.

www.cemr.eu
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