



EU FORUM OF JUDGES FOR THE ENVIRONMENT  
UE FORUM DES JUGES POUR L'ENVIRONNEMENT

## Service Advert

*Network manager*

The **European Union Forum of Judges for the Environment (EUFJE)** was created in 2004.

The objective of the Forum is to contribute to better implementation and enforcement of national, European and international environmental law:

- by contributing to a better knowledge of environmental law among judges,
- by sharing case law, and
- by sharing experience in the area of training of the judiciary in environmental law.

EUFJE is a network of around 100 judges and courts in more than 40 different countries.

The association is registered in Belgium and its legal seat is in Brussels. Its working languages are in English, Dutch and French.

### **Description of services**

The Network is looking for a network manager to provide secretarial and substantial support:

The supplier will:

- perform general EUFJE administration (prepare correspondence, update membership)
- assist the president and EUFJE members in the organisation of the EUFJE board meetings, General Assembly and the annual conference
- assist the president and EUFJE members in raising funds (prepare grant applications and follow up)
- assist the president and EUFJE members in strengthening the cooperation with ENPE, IMPEL, EnviCrimeNet
- help prepare and /or represent EUFJE at meetings and workshops in the framework of the EC Action Plan on Environmental Compliance and Governance
- assist the EUFJE president and webmaster in managing and updating the EUFJE website
- help prepare and /or represent EUFJE at other stakeholder's meetings e.g. EJTN, GJIE

Approximated time workload 100 d/a.



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**Conditions**

This service contract will initially be temporary, commencing on the 1<sup>st</sup> January 2021 until the 31 December 2021. However, the network is seeking continued service in this field. The estimated time for this service is 100 working days per year. Payment will be based on typical local pay at the place of service and on personal experience; qualified quotes are welcome.

The successful applicant will operate remotely from his/her own place of work liaising with the Board. For more information on the position please contact: Luc Lavrysen, [luc.lavrysen@const-court.be](mailto:luc.lavrysen@const-court.be).

To apply, please send a Curriculum Vitae and short covering letter explaining your suitability for the role and email to Luc Lavrysen until 2 December 2020.

Shortlisted applicants will be informed by 16 December 2020; teleconference interviews with those shortlisted will be conducted in the same week.

**Requirements & Skills**

- 1) Master of Laws, LLM in environmental law is a plus
- 2) Experience with or within the judiciary in the field of environmental law
- 2) Familiar with the EUFJE Network
- 3) Proficiency in MS Office (MS Excel and MS PowerPoint, etc.)
- 4) Excellent self-organisation and time management skills and the ability to prioritize work
- 5) Attention to detail and problem-solving skills
- 6) Excellent written and verbal communication skills in English and French
- 7) Strong organizational skills with the ability to multi-task
- 8) Building effective working relationships with a diverse range of people
- 9) Ability to operate effectively both independently and as a part of a team, prioritise own workload and manage competing demands to ensure tasks are completed on time and to a high standard

**Desirable**

- 1) Written and spoken knowledge of additional European languages
- 2) Experience of working internationally
- 3) Interest in environmental protection