



European Network on Independent Living (Brussels Office) Job description: Project Assistant (10 months)

Position: Project Assistant (part-time, 10 months)

Location: Brussels (EU quarter)

Salary: around 1,300 – 1,400 EUR gross, plus meal vouchers and public transport

Starting date: 1 March 2022 (or as soon as possible)

Contract duration: Until the end of 2022

Application deadline: 13 February 2022

The European Network on Independent Living (ENIL) is looking for a part time Project Assistant for its Brussels office, with a starting date on 1 March, or as soon as possible after that. The Project Assistant will support the organisation with implementation of different projects and will be responsible for a number of administrative tasks at the office. For this reason, the post holder must be based in Brussels, with the ability to come to the office on a daily basis. The post holder is expected to work until the end of 2022, with some possibility of extension if there is funding.

1. Requirements for the job

Essential skills

- Excellent understanding of the UN Convention on the Rights of Persons with Disabilities and the Independent Living philosophy
- Strong organisational skills, including filing and archiving
- Sound writing skills
- Strong communication skills
- Strong networking skills
- Computer literate
- Excellent language skills: English and French or Flemish

Essential experience

- Experience of working in the non-profit sector (as a staff member or a volunteer)
- Experience of working on projects
- Experience of taking minutes and drafting meeting reports
- Experience of organising events (booking venues, catering, making travel and accommodation arrangements)
- Ability to work independently, without much supervision
- Ability to comply with strict deadlines

- Ability to keep the office clean

Other essential requirements

- Valid Belgian work permit (if not an EU citizen)

Desired experience

- Familiarity with ENIL's work
- Previous experience of working on the following topics: self-employment/entrepreneurship, transport, capacity building of disabled people
- Previous experience of providing peer support and/or delivering training
- Experience of working in the non-profit sector in Belgium

2. Responsibilities

The Project Assistant will be responsible for the following:

Assisting with project implementation

- Implementing the 'Slim' project in Brussels, aimed at capacity building of local disabled people and creating conditions for establishment of a local Centre for Independent Living in the future
- Representing ENIL in the 'Entrepreneurship for All' (Erasmus+) project, attending meetings and events, and working on project deliverables
- Supporting the coordinator of the TRIPS projects (on transport) with various tasks (attending meetings, taking minutes, working on project deliverables)
- Assisting with the organisation of events or meetings in Brussels for the projects above
- Assisting with project reporting for the projects above

Administration

- Answering telephone queries, recording and redirecting to other staff members as needed
- Creating and maintaining an inventory of office equipment
- Assisting with filing of documents and publications
- Purchasing stationery and office equipment
- Coordinating the office cleaning schedule
- Acting as a contact person for the Mundo J office building
- Ensuring that the ENIL Brussels office is open Monday to Friday from 9:00 – 13:00 or 13:00 – 17:00 (excluding public holidays)

How to apply

Please **send your CV, a motivation letter** (explaining how you meet the job requirements) and contact details of two referees to secretariat@enil.eu as soon as possible and **not later than 13 February 2022**. Please indicate in the subject of the email that the application is for the post of the Project Assistant. Shortlisted candidates

will be notified within a week of the applications deadline and will have an online interview during the following week (21 February). Disabled persons are strongly encouraged to apply for this post.

About the European Network on Independent Living (ENIL)

The European Network on Independent Living (ENIL) is a Europe-wide network of people with disabilities with members throughout Europe. ENIL is a forum intended for all people with disabilities, independent living organisations and their non-disabled allies on the issue of independent living. ENIL's work is guided by the principles of solidarity, peer support, de-institutionalisation, democracy, self-representation, cross disability and self-determination.

ENIL promotes equal opportunities for people with disabilities, fights against discrimination and addresses the under-representation of persons with extensive disabilities in European disability politics, as well as in mainstream society. ENIL's mission is to:

- Promote the Independent Living philosophy among people with disabilities, the general public, national policy makers, Government administrations, in the United Nations, as well as among regional bodies such as the European Union, the Council of Europe and the Organisation for Security and Co-operation in Europe (OSCE);
- Develop the concept, principles and definition of Independent Living. Promote the development of Centres of Independent Living throughout Europe and enhance solidarity and networking among them;
- Carry out training and awareness raising activities at the European level, focusing on the personal assistance, direct payments/personal budgets and peer support/counselling;
- Represent Independent Living Organizations and the Independent Living movement at the European level and in different European bodies and organizations;
- Combat social exclusion and discrimination through disability policies which allow for Independent Living of people with disabilities. Make the Independent Living framework instrumental to end discrimination against people with disabilities in Europe;
- Embrace the social model of disability in acquiring independence and self-determination, and overcome the barriers of the medical and attitudinal models.
- Every year, ENIL undertakes a number of activities to raise awareness of the rights of disabled people in Europe at both the national and European Level. The Freedom Drive is ENIL's flagship campaign and takes place every two years. The week-long event provides an opportunity for Members of the European Parliament to meet with disabled people from across Europe and to discuss issues that affecting their lives. It also provides an opportunity for disabled people from across Europe to come together and exchange their experiences in an informal way, as well as facilitate further development of the Independent Living Movement.

For further information in relation to ENIL and our activities, please visit our website: www.enil.eu