

**Cycling  
Industries  
Europe**

Cycling Industries Europe.

## Administration Officer/Manager (part-time)

Can you make the wheels of cycling run more smoothly? We need someone to join our team who can make our Brussels office and our administration processes run like a well-oiled machine, enabling us to bring the benefits of cycling to millions of people across Europe.

Cycling Industries Europe (CIE) is a trade association for companies working in the cycling sector, which has been operating in Brussels from early 2019.

A new opportunity exists for a part time Administration Officer/Manager to join the growing association. With excellent support from members and strong collaboration with partners the organisation needs to bring its administration processes to the same level. The new appointee will get a unique opportunity to build the new association with the existing team.

The ideal candidate will have experience of working in a similar international association in Brussels and have a comprehensive understanding of the administrative processes required to run an ASBL/VZW or AISBL/IVZW in Brussels. The successful candidate will have a track record in providing reliable and cost-effective administrative services to a small team.

The expected workload for this role is 2 days per week. Applications can be considered for employees or independent contractors with relevant skills.

### **How to apply**

A CV together with a covering letter expanding on the application for the post should be sent in confidence using the email address [info@cyclindingustries.com](mailto:info@cyclindingustries.com) **by close of business on Monday 20th January 2020**. Include details of your current salary or suggested invoiceable daily rate in the covering letter.

Note: only short-listed candidates will be contacted.

### **Job Description and Responsibilities, Person Specification**

#### **The current situation.**

CIE was officially registered as a Belgian based international non-profit association in February 2019 and is just completing its first trading year. We started with one employee and have grown to four full time employees and a trainee. The day to day management of most finance and administration for the first year of operations has been carried out by the Chief Executive.

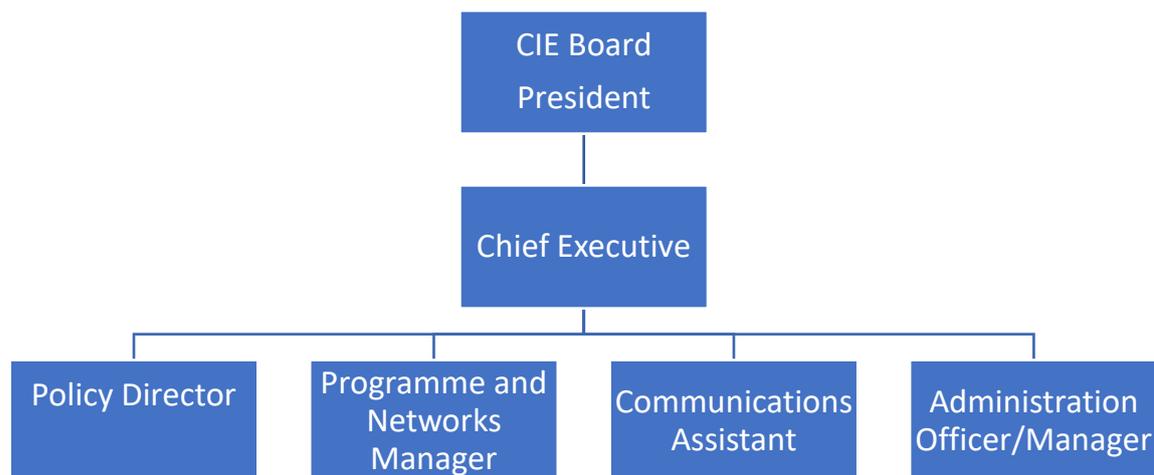
Since May we have been based in a modern business centre in Avenue Marnix, Brussels which provides all our accommodation needs in a single package. Internet and telecommunications are included.

Based on the experience and past contacts of the existing staff we have set up our arrangements for finance, legal advice, insurance, social secretariat, IT support and office supplies on an ad hoc basis. Our contacts database is a legacy service provided by partners which will need to be updated or replaced. We are partners in two EU co-funded projects.

We have recently appointed an outsourced accounting firm who will deliver our accounts from the financial transactions created by the staff. Transaction volumes are relatively low for an organisation of our size.

Based on our assessment of the current workload the administrative tasks of CIE have taken approximately 1 day per week in 2019 but the processes need to be strengthened and consolidated to improve our performance, so this is offered as a 2 day per week role.

### **Structure (Jan 2020)**



### **Job Description and Responsibilities**

The new post will be designed to encourage the successful candidate to work to their strengths and ambitions in partnership with the Chief Executive and other colleagues.

Therefore, this job description below is indicative and will evolve over time.

### **Reports to: Chief Executive**

### **Purpose of Role:**

To make the office and administrative services of CIE run smoothly, allowing the rest of the team to concentrate on their own tasks and roles. To strengthen the capacity of CIE to support

the industry by building and sustaining the administrative, membership and governance activities of the association.

**Scope of Role:**

- Manage the following services, working with CIE staff and suppliers, recruiting and replacing suppliers if agreed with colleagues
  - Social secretariat and employee benefit providers, pensions provider
  - Banking, invoicing and payments processing
  - Accountant, bank, insurance companies and brokers
  - Belgian regulatory/registration bodies
  - Landlord/office, office suppliers
  - Lawyers
  - IT service providers
  
- Provide the following services to the needs of Belgian law, CIE Board, CIE management and funders
  - With the outsourced accounting company ensure that annual and management accounts are available to managers, the CIE Board and as part of project reporting for EU projects
  - Create and implement employment policies in compliance with Belgian law and good practices, be the first point of contact for staff on HR policy queries
  - Manage relationships with members in relation to their invoices and payments processes
  - Provide financial content for our EU co-funded project reporting and any new applications.
  - Submit documentation to the Belgian authorities as required
  
- Suitably experienced candidates may also extend the role to sourcing and managing IT services such as document management and contact database
- Supervising the activities of trainees and volunteers.
- Other duties as agreed by the CIE Management.

**Performance Indicators:**

- Accuracy and timeliness of administrative processes agreed within work plans
- Satisfaction of CIE staff, board and members with the activities and tasks in the work plan.
- Management of tasks and budgets set out within annual work plans
- Completion of personal performance development activities identified in annual performance review.

## Person Specification

### **CIE: Administration Officer/Manager**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>
Experience	Three years of relevant experience working either in an ASBL/VZW or AISBL/IVZW in Belgium.	Multiple previous employers giving breadth of experience.  Worked for a business network, business group or industrial advocacy organisation.
Skills	Managing relevant processes in ASBL/VZW management on a day to day basis.  Efficiently dealing with outsourced service providers and administrative services including financial, administrative, legal, regulatory and human resources.  Producing financial reports from accounting systems.  Can identify needs and create new service arrangements when required.  Excellent communication skills in English and an official Belgian language. (Currently most official contracts and documents are set up in French)	Additional languages.  Carried out administration and reporting on EU co-funded projects, grants or contracts.  Managed staff or trainees.  Creation and of budgets, work plans etc.  Managed and implemented IT services
Personal	Brings structure to tasks, giving high attention to detail, accuracy with reporting and administration.  Flexible, able to adapt to current needs and develop the organisation.  Able to fit into a start-up culture.  Enjoys working in a busy team.	Available on a part-time basis, able to establish a regular working pattern with colleagues
Other	Cultural fit to cycling world, business community, EU bubble.	

### **Employment arrangements, terms and conditions etc.**

These terms and conditions are indicative and will be confirmed during the recruitment process. No detail expressed here can be considered part of an employment offer. We reserve the right not to make an appointment based on this current advertisement and to re-advertise on our terms.

We apologise, but due to limited capacity only candidates selected for interview will be contacted.

The package here reflects what we offer our full-time employees. We aim to offer an employment package in line with similar NGOs in our sector. A part-time employee will receive the equivalent package for the number of hours worked. Independent contractors will be paid by invoice for hours work and may use these terms as a guide to rates.

#### Package

- Salary relevant to experience and role.
- Lunch vouchers and travel allowance.
- 20 days legal and 10 days extra-legal holiday per year.
- Extra-legal pension
- Health Insurance

#### Hours and location

- The vacancy is now, therefore we hope successful candidates will be available to start no later than February 2020.
- We are advertising this role as a two day per week role based in our offices in Brussels.
- We are open to discussion with candidates how the two days are spread through the week and expect to be flexible about candidates who may wish to combine this work with other activities
- Employees may work at home on an occasional basis.

Candidates must have the legal right to live and work in Belgium.