



Job Description Events and Administration Officer

Reports to: Finance, Human Resources and Office Manager, works closely with the EDF Director

Purpose of job: Leads EDF event planning and management, and ensures a professional cooperation with EDF partners in events; ensures the smooth running of the EDF office and manages core administration tasks

All tasks are to be implemented on the basis of decisions of the governing bodies under the supervision of the Finance and Officer Manager

Main tasks include:

- **Organise EDF governing body meetings:** Ensure the professional, accessible management of meetings of EDF Governing bodies (Governing bodies- the Board, Executive, and Annual General Assembly) and other EDF meetings (women's committee, youth committee, events at the European Parliament)
- Liaison with EDF members for the planning and implementation of EDF meetings
- Prepare and coordinate organizational aspects of meetings of the governing bodies and associate ad hoc working groups
- Prepare and disseminate invitations to EDF membership and organise registration
- Prepare and send invitation letters and follow-up letters to special guests and speakers
- Ensure uploading and dissemination of accurate agendas, documents and practical information
- Meeting and negotiations with hotel managers and other service providers
- Selection of hotels and restaurants on the basis of value for money and accessibility policies
- Organising accessible transportation, interpretation and technical equipment
- Supervise the organization on the spot in collaboration with the EDF team and partners

Continuous improvement of EDF events-face to face, and virtual

- Maintain up to date database of service providers for EDF



- Use the most up to date events management software and systems and support EDF staff in their use
- Manage disseminate and update EDF policies and tools in relation to events
- Arrange travel and logistics for EDF representatives to events and ensure their briefings are timely
- Issue and analyse evaluations of EDF events and meetings and ensure feedback is incorporated into policies and future planning

Undertake administrative tasks related to events and office management

- Ensure preparation and filing of key documents required by supporters and donors (maintain all records from meetings and events, trainings, prepare documentation for donors)
- Organise the receptions of expense claims, invoices and prepare payments
- Follow-up on general secretarial tasks when necessary
- Handle administrative management of EDF formal relationships with EU institutions (EP parliament badges, updating the EU transparency register, registration of participants for the Disability High Level Group)
- Handle administrative management of EDF formal relationships with the UN (ordering annual passes, registering participants for UN events)
- Keep an accurate register and reporting on annual EDF programme of events (and arranging reports for donors and partners)
- Keep an up to date register of EDF service providers, and ensure good oversight of key office services