

## **Administrative assistant EPR**

The European Platform for Rehabilitation (EPR) is a network of service providers to people with disabilities committed to high quality service delivery. EPR's mission is to build capacity of its members to provide sustainable, high quality services through mutual learning and training.

EQUASS is part of the European Platform for Rehabilitation and promotes continuous quality improvement, learning and development to social service providers in several European countries. One of the activities is carrying out Quality Audits in European countries.

European Platform for Rehabilitation is looking for an administrative assistant of EQUASS. The tasks of the administrative assistant are:

### **EQUASS application**

- Administrative check and archive the EQUASS documentation of the Applicants
- Update of the EQUASS database (list of social service providers applying for EQUASS and related data)

### **Review of the EQUASS audit report**

- On behalf of the EQUASS Secretariat, send the Audit Reports to the external Reviewer for reviewing
- Archive the decisions/feedback of the reviewer in the shared folders

### **EQUASS Certification**

- Send the approved or non approved Audit Report to the Applicant and the Coordinator of the local EQUASS National Representative (in case there is a ENR involved) and informs them about the decision of the Awarding Committee for certifying the Applicant with an EQUASS Certification.
- Design, with Illustrator programme, the EQUASS certificates to be sent to the Applicants and the Coordinator of the local ENR
- Create and update the webpages of the social service providers certified
- Design, with Illustrator programme, the EQUASS certificates to be sent to the trained auditors and consultants
- Create and update the webpage of the auditors and consultants certified.

### **Progress reports**

- Administrative check and archive the progress reports received by the Applicants or by the ENR
- Send the Progress Reports to the external Reviewer for reviewing
- After the validation by the reviewer, send the Progress Report reviewed to the Applicants (and to the Coordinator to the local ENR in case there is a ENR involved)

**Other tasks :**

- Update of the EQUASS website (events publication, upload of relevant documents, report/newsletter publication)
- Organise administrative activities based upon requirements of EQUASS regarding the revision of the EQUASS tool, the organisation of direct audits, managing trainings or other EQUASS activities.

**Profile**

- Accurate, structured and can work independently
- Customer oriented
- Team player and communicative
- Experience in MS Office, especially Excel, and online meetings platforms (Zoom, Teams,..).
- Experience of at least two years in another administrative role
- Minimal knowledge of updating website or keen to learn
- Fluent spoken and written English
- Committed to non-discrimination and equal opportunities for people with disabilities

Apply before **8th of April** to [recruitment@epr.eu](mailto:recruitment@epr.eu)

**What EPR can offer:**

Part time (16 hours/week), with the possibility to consider half days or full days.

Flexible working arrangements in an international environment, in easily accessible offices (near Madou, Brussels).

Salary and allowances depending on experience.