EQUASS Administrative Assistant

The European Quality in Social Services (EQUASS), an initiative of EPR, is looking for an Administrative Assistant to join its Secretariat in Brussels on a part-time basis. This is an excellent opportunity to contribute to the sector of delivering high-quality social service provision in Europe.

Deadline to apply: 15 October 2026
Preferred starting date: October 2026

The European Platform for Rehabilitation (EPR) is a network of providers of services for 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 EPR and promotes continuous quality improvement, learning and development to social service providers in several European countries. One of the activities it carries out carrying out Quality Audits in European countries.

The Administrative Assistant facilitates EQUASS activities and processes. The tasks consist of:

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

Other Tasks

- Update of the EQUASS web pages (events, documents for download, reports and newsletters publication);
- Manage the presence of EQUASS in social media platforms;
- Organise administrative activities based upon requirements of EQUASS regarding the document exchange platform, the organisation of direct audits, auditor trainings and consultant training, coordination of audit reviewers, and other EQUASS activities;

Candidate Profile

- Accurate, structured and can work independently;
- Customer oriented with high sense of professionalism and integrity;
- 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 preferable;
- Basic knowledge of updating web pages, social media and mailing lists, or keen to learn;
- Fluent spoken and written English;
- Committed to non-discrimination and equal opportunities for people with disabilities.

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.

The contract for this position will be according to Belgian law. We have a good remuneration package that goes according to experience. EPR offers great opportunities to learn and work with a fantastic network of engaged members, innovators and change makers for inclusion.

EPR is an equal opportunities employer and people with a disability are strongly encouraged to apply. EPR is committed to make all reasonable adjustments needed.

EPR commits to carefully handle the privacy and data protection of natural persons whose personal data is processed by EPR.

How to Apply

Interested candidates should apply by **15th October 2026** by sending a CV and cover letter to equass@equass.be, using the subject line “EPR Administrative Assistant EQUASS”.

The preferred starting date is within October 2026.

Only shortlisted candidates will be contacted for an interview. Candidates may be contacted on a rolling basis as applications are received.