

Vacancy: ENAS Officer / Development Manager

ABOUT ENAS

The European Network of Academic Sports Services (ENAS) www.enas-sport.net is the association of higher education sports offices in Europe. It is a non-governmental, international alliance with a common interest in the promotion of higher education sport and physical activity.

ENAS is looking for a highly motivated self-starter with a keen interest and/or proven experience in the field of University and College sport to join the ENAS team. The successful candidate will be working on the development of the network internally by leveraging member engagement opportunities and growing the network as well as externally through advocacy and networking in the EU context.

JOB DESCRIPTION

Job Title: ENAS Officer / Development Manager

Based: in Europe with good flight/train connections to other European cities.

Working Environment: Home Office but the role involves regular travel around Europe

Period: Permanent; option to work part time in an office of our partner universities

Salary: €43,000 - €45,000 per annum (negotiable)

Reporting to: Executive Committee

Overall Purpose

To support the Executive Committee in the growth and development of ENAS, developing member services, enhancing communication, and achieving objectives in line with the ENAS Strategy. To undertake the executive officer role for ENAS, representing the interests of the membership in relevant forums, and with stakeholder and partner organisations.

Tasks

Leadership & Management:

- Undertake the executive & administrative management function for ENAS, implementing development activity in line with the strategic plan, and with direction from the Executive Committee (EC).
- Support the EC in the development of the strategic plan and implement processes, procedures and actions, to achieve the goals set out therein;
- Deliver activity in line with the strategic plan, including coordination and development of annual action plans and working to achieve objectives in collaboration with the EC

Advocacy & Communications:

- Develop a communications strategy in collaboration with the EC that will broaden reach and deepen impact in line with the ENAS mission and vision;
- Execute communications activity in collaboration with the ENAS Communications Officer including:
 - Coordinating and updating the ENAS website, and relevant social media.
 - Coordinate the production and distribution of the monthly e-newsletter.
- Establish and maintain continuous contacts with and between the ENAS EC, national representatives, members, partners, stakeholders and sponsors.
- Represent ENAS and the higher education sport sector generally, acting as a link between Brussels and the European institutions and ENAS/ENAS EC to provide accurate feedback and specialized knowledge on all aspects regarding sports in the Higher Education context;
- Monitor policy developments in the field of sport, education, training and youth, and communicate relevant information to the ENAS community.
- Filter policy developments and identify significant media and public policy issues that can be leveraged to support the work of ENAS, and create and implement plans to exploit them;
- Seek to engage with National student sports organisations and individual higher education institutions, to develop and increase membership levels, and attract new members to become part of the network and improve their service.

Programme Management (Events & Projects)

- Continuously improve, develop and promote ENAS events (including the Annual Forum & Assembly and ENAS Experiences) in line with member demands.
- To be the main coordinator and project manager for the successful delivery of the Annual Forum & Assembly
- Coordinate the writing and submission of project proposals for grants from the European Commission, Council of Europe and other institutions or foundations relevant to the activities of ENAS
- Where appropriate, take responsibility for the administrative and logistics issues involved in the management of ENAS endorsed projects
- Liaise with ENAS Members to support and encourage their application for, and participation in funded projects, and seek to grow the number of member projects endorsed by ENAS
- Take an active role in the development and implementation of ENAS projects (e.g. ENAS APP, *Together-we-can* campaign, 'Staff visit programme', 'ENAS Award') and member projects endorsed by ENAS
- Support members through the promotion of institutional good practice, ideas and solutions on a European level.

Office Administration:

- Coordinate the day to day administration functions, ensuring a smooth, member focused response is maintained in the running of the ENAS secretariat.
- Coordinate the planning and organisation of ENAS EC Meetings including liaison with hosts, preparation of agenda (in agreement with the President) and timely dissemination of papers and materials.
- Coordinate the organisation and information for the annual General Assembly in collaboration with the ENAS Secretary General.
- Coordinate the collection of the ENAS Membership fees, and processing of new member applications in collaboration with the ENAS Treasurer.
- Coordinate the registrations for ENAS events and processing of relevant invoices
- Coordinate details and arrangements for speakers joining ENAS events

- Coordinate the relevant production and submission of ENAS governance documents to maintain legal compliance of the ENAS Seat.

PERSON SPECIFICATION

Your CV and covering letter will be reviewed/ assessed to see how you meet each of the following criteria:

Education

Essential:

- Minimum bachelor's degree or similar competencies through experience in sport policy, sport governance, international affairs, business or related area.

Experience & Knowledge

Essential:

- Experience of managing member and stakeholder relationships
- Experience in event management
- Experience of successful Project Management
- Experience in sports policy and/or sports governance
- Experience in applying, coordination, implementation of project funding, e.g. ERASMUS+ Projects
- experience of managing databases and shared drives
- Experience of working effectively in a multicultural environment

Desirable:

- Three years' experience in sports governance / sports policy / university sport sector
- Three years' experience in professional role
- Understanding of corporate governance
- Experience in using Social Media on a professional level

Skills & Abilities

Essential

- Written and verbal fluency of English essential (certified C1 or equivalent)
- Excellent organization skills
- Excellent verbal and written communication skills,
- Good social media skills, especially LinkedIn
- Self-reliance and autonomy, as well as the ability to work in a team
- Time management skills and the ability to prioritise workload
- Ability and willingness to travel for work frequently

Desirable

- Other languages
- Good skills in the use and application of digital systems and communication,
- An ability to drive

What we offer?

- Flexible working arrangements
- A 40 hour working week
- 32 days annual leave (20 days + 12 extra for working a 40 hour week)
- Annual salary between €43,000 - €45,000 per annum (negotiable)
- Significant opportunities to travel across Europe with full expenses paid

Terms & conditions

- Candidate must be based in Europe with good flight/train connections to other European cities
- There is no relocation package available, but we do welcome applications from international candidates
- Working hours are an indication of the weekly workload, but due to the nature of the role, there are occasions when the post holder will need to attend meetings and events which extend beyond the normal "working" day. No overtime is normally payable.

Application Process

Applications via indeed.com: [click here](#).

- Applicants should submit a covering letter which addresses major challenges that university sport sector in Europe face and how your skills set and experience can help to address them.
- Applicants should submit a standard CV in the format of a "Europass" no more than 2 pages (A4) in length.
- The closing date for applications is Wednesday 9th April, 2025.
- Longlisting will be completed by Thursday 10th April, 2025. Longlisted candidates must be available to participate in a Zoom Interview (maximum 30 minutes) on Tuesday 22th April, 2025. Following the Zoom Interviews, shortlisted candidates might be invited to attend a second interview by the ENAS EC on Thursday 24th April, 2025.
- We would ideally like the candidate to be available to start as soon as possible but the latest on 1st July 2025.
- If you would like further information on this position, please contact Andrea Altman, ENAS Vicepresident on <a.altmann@uni-jena.de>