

## WCCE Administrator

### 1. CONTRACT SPECIFICATION

**Role:** WCCE Administrator

**Reporting to:** WCCE Coordinator and Secretary General

**Location:** Based at contractor home in Brussels region

**Duration:** till April 30th 2025

**Contract type:** Independent Contractor

**Fee:** 15.480 € per year

**APPLY HERE:** <https://forms.gle/XhcXM7zn4KXDLvi67>

### 2. CONTRACT OBJECTIVE

World Crafts Council Europe (WCCE) wishes to contract an Administrator to carry out all the administrative tasks of the organisation.

### 3. KEY RESPONSIBILITIES

- Oversee all budgets and oversee bank account records, payments and reports
- Ensuring spend is accurately recorded and tracked and expenses accurately reconciled.
- Process invoices through bank account - working with Secretary General and Board to approve payments
- Maintain, research and update database records as required in a timely and accurate manner and manage regular reporting.

### 4. REQUIREMENTS

- Proven administration skills.
- Experience or equivalent in the enterprise, innovation and/or cultural fields.
- Understanding and knowledge of the craft and design sectors is desirable.
- A strong commitment to accessibility and social justice, ensuring that we are adhering to best practice within your field of expertise.
- Fluency in English and French.
- Initiative, energy and motivation is required.
- Flexibility in terms of working with WCCE Board, members and key organisations. Available to engage during working hours across Monday to Friday.

### 5. RESPONDING TO BRIEF

Your response to this brief must contain the following information:

- Outline of experience in the administration and delivery of relevant programmes and projects.
- Description of working hours and approach
- Your C.V. detailing relevant qualifications, skills and experience.
- Please ensure all documents include your name in the file title

We welcome applications in written, audio or video formats. To submit applications in an alternative format, or to request information in an alternative format please email [secretariat@wcc-europe.org](mailto:secretariat@wcc-europe.org)

Please email using the Subject Title: 'WCCE Administrator'

#### **6. DELIVERY**

WCCE Administrator will start as soon as contracting has been completed.

Quarterly action plans will be agreed with the line manager and progress will be reviewed regularly.

#### **7. PAYMENT**

Consultant will send monthly invoices.

#### **8. SELECTION CRITERIA**

The successful consultant will be required to provide current evidence of all local tax and all appropriate insurances.

Applications must be able to demonstrate prior relevant experience in the successful execution and delivery of equivalent projects.

We aspire to remove barriers and be open to all and strongly encourage applications from individuals currently underrepresented in our sector.

For any info write to [secretariat@wcc-europe.org](mailto:secretariat@wcc-europe.org)