



European Social Work Research Association: Executive Administrator

Location: Home based

Salary: €35000 p.a.(pro rata; or local currency rate subject to agreement)

Hours: 0.5 fte

Contract Type: 3 years (renewal by negotiation)

Placed on: 22 May 2017

Closes: 16 June 2017

About the Association

The European Social Work Research Association was founded in April 2014 to take forward the development, practice and utilization of social work research, to enhance knowledge about individual and social problems, and promote just and equitable societies. The Association is registered in Holland and its membership is Europe-wide; members include social work researchers, practitioners and those other fields interested in social work research. The Association sponsors the annual European Conference for Social Work Research, and is fast developing a range of other activities and member benefits, including Special Interest Groups and network links between European and wider international research networks. The Association is managed by a Board, which meets twice yearly.

Further information regarding the Association, its activities and membership can be found on the Association website at <http://www.eswra.org/>

About the Role

ESWRA is at a key time in its development with a growing membership from across Europe and new activities and opportunities closely on the horizon. The successful candidate will have a pivotal role in supporting and facilitating the Association as it expands and consolidates its membership and activities to strengthen European social work research and the research community.

The role includes: coordinating and supporting Board members in their roles to foster the research community and raise visibility; organising and minuting Board meetings; managing communications with members and external stakeholders, directly and through the website,

e-newsletters and social media; managing Board elections and annual award nominations; organising and administering membership and conference registrations; ensuring ESWRA promotional materials are developed and disseminated.

The Association is looking for someone with: excellent organisational and administrative skills; excellent English language speaking, reading and writing abilities (as a native speaker or bilingual); strong interpersonal and communication skills; and an enthusiastic, proactive and flexible approach to their work. The successful candidate will engage very well with Board members from across Europe but will also be able to progress their work with light-touch supervision.

The Association is seeking to appoint a 0.5 fte Executive Administrator, for 3 years in the first instance (renewal by negotiation), commencing as early as possible in August 2017. The salary will commence at a point equivalent to an annual full-time salary of €35000.

The post-holder will work from home, with minimum twice yearly travel within Europe for meetings of the Board.

Guidance

The job description, person specification and information about how to apply are available at: <http://eswra.org/documents/job2017.pdf>

Interviews of shortlisted candidates will be conducted by Skype on Wednesday 5th July. Please indicate if you would not be free for interview that day but instead could manage Friday 7th July, afternoon.

Further information can be obtained by emailing info@eswra.org