

A typical day on the job might include:

1. The day might start with some HR administration – for example verifying payslips against timesheets so salaries can be paid, liaising with benefit providers to affiliate a new colleague who recently joined the team or compiling eligible applications submitted for an open position and emailing candidates back about next steps.
2. You will spend a good portion of your time planning the ILGA-Europe Annual Conference. This will include developing a timeline for the event, managing various providers from sourcing to contracting and service delivery, regular contact with local organisations co-hosting the event and weekly coordination meetings with colleagues to make sure the logistics, programme development and communication processes align for a smooth and successful event.
3. In the afternoon you might sit down with colleagues who are leading in-person capacity-building workshops or study visits with LGBTI activists in Brussels or abroad. You will advise them on budgeting and planning for their event – from selecting dates to finding a suitable venue, and making sure participants receive clear instructions regarding travel arrangements in line with funders regulations.
4. In between meetings, you might respond to requests from colleagues needing your guidance on rules applicable to diverse operations from travel booking to expenses reimbursement and overtime calculation.
5. The day might end with work to prepare quarterly reporting to funders. This will require that staff costs (salaries, benefits, timesheets) are properly and accurately documented. It will also involve reconciling events that happened over the previous quarter – for example processing travel reimbursement forms submitted by activists, chasing missing support documents, allocating expenses and updating the event budget-to-actual.

A lot of work happens from behind your desk, whether it is communicating with providers and participants in various events, or working with spreadsheets in Excel. This will be balanced with work on the ground to source venues and implement event logistics. You will work on multiple areas at the same time, prioritising and managing your own work. You will be regularly asked to contribute to other pieces of ILGA-Europe work, such as mapping needs and discussing priorities, feeding into our work on different themes, or reviewing our internal operations to make sure we consistently apply an intersectional lens.