



Membership & Events Officer

The European Heat Pump Association (EHPA) is looking for a Membership & Events Officer to join the Events & Membership team. As a Membership & Events Officer, you will be managing the day-to-day operations of events and member relations in the renewable energy/heating and cooling sector.



Contact details:
Ms Paula Antón Vergara
recruitment@ehpa.org
Tel: +32 492 11 84 54

The Role:

Are you passionate about renewable energy and the heating and cooling sector? Join our stellar team at the European Heat Pump Association (EHPA) as a Membership & Events Officer and make a significant impact on the promotion of sustainable energy solutions. At our organization, we value the importance of creating exceptional experiences through our events, and as a Membership & Events Officer, you will play a crucial role in bringing our vision to life. Reporting directly to the Head of Events & Membership, you will have the opportunity to make a significant impact by planning and executing successful events and managing our member relations effectively.

Responsibilities:

- **Events Management:** As a Membership & Events Officer, you will be at the forefront of organizing and executing impactful events in the renewable energy and heating and cooling sector. From planning and budgeting to logistics coordination and post-event evaluation, you will ensure that our events run seamlessly, providing valuable insights and experiences to our attendees.
- **Membership Management:** Your role will also involve managing the relations and requests related to the Members Only Platform, screening new applications, and onboarding new members. You will run membership campaigns, lead generation activities, and be the first point of contact for our members, ensuring their needs are met and fostering a strong community within EHPA.
- **Collaborative Teamwork:** At EHPA, we believe in the power of teamwork. As a Membership & Events Officer, you will work closely with our talented Events & Membership team, sharing ideas, collaborating on projects, and supporting each other to deliver exceptional results. Together, we strive to create a positive and supportive work environment where everyone's contributions are valued and celebrated.
- **Stakeholder Engagement:** Effective communication and relationship building are crucial aspects of this role. You will engage with diverse stakeholders, including industry experts, policymakers, project partners, and event attendees. Your exceptional interpersonal skills will help foster strong connections, establish fruitful partnerships, and promote the mission of EHPA.

- **Continuous Improvement:** We are committed to continuous improvement and innovation. As a Membership & Events Officer, you will play a vital role in identifying areas for enhancement and implementing improvements in our event management and membership processes. Your proactive approach and critical thinking skills will contribute to the success and growth of our events and member services.

The Profile:

To thrive in this role, you should have:

- A genuine passion for both people and the environment—renewables, with an ardent desire to contribute to a sustainable future.
- 2 to 3 years of experience in events management, preferably in a sustainable energy solutions-related sector.
- 1-2 years of experience in membership management, with a good understanding of member engagement and communication strategies.
- Excellent organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously.
- Empathetic communication and interpersonal skills to effectively engage with diverse stakeholders.
- A collaborative mindset, enjoying working within a team and leveraging the expertise and creativity of your colleagues.
- Proven problem-solving abilities and the capacity to think critically in complex situations.
- Fluency in English, both written and spoken. Additional languages would be an advantage.
- Excellent computer skills in a Microsoft 365 environment, empowering you to leverage technology in streamlining processes and enhancing productivity.
- Authorization to work in Belgium, ensuring that you can fully commit to this exciting opportunity.

Join Our Remarkable Team:

At EHPA, you will be part of a remarkable team that is dedicated to promoting sustainable energy solutions and shaping the future of the heating and cooling sector. Together, we strive to make a positive impact on the environment and create a sustainable and prosperous future for all. If you are ready to contribute your skills and passion to a great cause, we invite you to join us as a Membership & Events Officer and be part of our inspiring journey.

The Offer:

- Indefinite contract to start as soon as possible.
- A competitive salary depending on experience + benefits. Additionally, the package includes meal vouchers, iPhone, MacBook, health insurance, public transport fee, extra-legal holidays, possibility of bike lease, 13th month pay, trainings, and other benefits.
- Be at the centre of the energy transition and gain valuable experience in EU affairs on climate, energy, and environmental topics.
- Develop your events and membership management skills in an entrepreneurial and lifelong learning environment (classes and courses support available).
- Join a dynamic and international team in the capital of the European Union.

How to Apply:

Send your CV and cover letter (including the contact details of two references), titled “Name_CV” and “Name_CL” before 5th of July 2024 to recruitment@ehpa.org quoting in the subject line: “Events Officer – your name and surname.” Applications will be reviewed on a rolling basis; therefore, we recommend applying early.

Starting date: 15-19 July 2024 or ASAP (depending on candidate availability)

Selection Process:

After the 5th of July, we will contact only the candidates that have been pre-selected for this job position. Then, a personality test will be sent to the successful ones.

Once we have the personality test results, we will schedule a 90-minute time slot that will consist of a 30-minute interview followed by an hour written test right after. Please note that you will only have one hour to complete your written assessment and that exceeding this time will be a reason for declining your application.

About EHPA:

The European Heat Pump Association (EHPA) represents the European heat pump sector. Our almost 200 members include heat pump and component manufacturers, research institutes, universities, testing labs, and energy agencies.

EHPA works to shape EU policy that allows the heat pump sector to flourish, and heat pumps to become the number one heating and cooling choice by 2030.

EHPA advocates, communicates, and provides expert policy, technical and economic input to European, national, and local authorities, and to our members.

We organize high-level events and manage or partner in multiple projects.

EHPA coordinates the Heat Pump Keymark – a European certification scheme for all heat pumps, combination heat pumps, and hot water heaters.

 **European Heat Pump Association (EHPA)**
Avenue de Cortenbergh 120
1000 Brussels – Belgium

 +32 2 400 10 17

 info@ehpa.org

 www.ehpa.org



The European Heat Pump Association (EHPA) represents the European heat pump sector. Our over 220 members include heat pump and component manufacturers, research institutes, universities, testing labs and energy agencies.

EHPA advocates, communicates and provides policy, technical and economic expertise to European, national and local authorities, and to our members.

We organise high level events and manage or partner in multiple projects.

We work to shape EU policy that allows the heat pump sector to flourish, and to become the number one heating and cooling choice by 2030. Heat pumps will be a central part of a renewable, sustainable and smart energy system in a future decarbonised Europe.