

Programme and Operations Administrator

Full-Time (100%), Brussels

Job description



About us

Pesticide Action Network (PAN) Europe is a Brussels-based environmental NGO with a diverse, multidisciplinary and multilingual team. PAN Europe works to eliminate hazardous pesticides in Europe and beyond, reducing dependency on pesticides, and promoting ecologically sound alternatives to chemical pest control.

PAN Europe is an umbrella organisation representing 58 member organisations across Europe, including NGOs, scientific institutes, and farmers' groups. Together, they contribute to EU policy development, legislative processes, and evidence-based advocacy on pesticides and sustainable agriculture. PAN Europe also leads European-level campaigns, strategic litigation, and EU-funded projects that accelerate the transition towards pesticide-free food systems.

Job description

The Programme and Operations Administrator plays a central role in ensuring the smooth, efficient and high-quality functioning of PAN Europe's programmes, projects and organisational operations. This position provides essential administrative, coordination and operational support across the organisation, enabling the effective delivery of campaigns, EU-funded projects, and day-to-day organisational processes.

Working under the supervision of the Operations Manager, and in close collaboration with the Fundraising Officer, project teams, finance staff and senior management, the Programme and Operations Administrator ensures that internal systems run efficiently, records are accurate and up-to-date, and teams are supported in delivering high-impact work.

The role combines project administration, operational coordination, logistics, documentation, and organisational support, working closely with project teams, with PAN Europe's management, with project partners, suppliers, and other stakeholders.

The successful candidate will be highly organised, proactive, rigorous and meticulous in managing information and processes, and comfortable in managing multiple priorities in a fast-paced NGO environment.

The purpose of this position is to ensure that projects are efficiently organised, accurately documented and consistently supported, while the organisation's daily operational needs are managed with reliability and professionalism.



Main Responsibilities

1. Programme Operations and Administration (80%)

Support project and campaign administration

- Provide administrative support for programme activities, project workflows and operational budgets, ensuring smooth coordination and timely delivery.
- Maintain accurate records of project activities, outputs, and supporting documentation.
- Monitor project timelines, deliverables, and key administrative requirements.
- Organise financial and administrative documentation.
- Process, organise and maintain invoices, receipts, purchase orders, contracts and other financial records linked to the projects in line with internal procedures.

Coordinate with finance staff

- Liaise with the finance officer to ensure timely processing of payments, proper reconciliation of supporting documentation and compliance with donor requirements.
- Assist with monitoring project budgets and expenditure in coordination with the relevant staff.

Prepare audit and reporting documentation

- Assist in compiling administrative and financial documentation for audits, donor reporting and internal reviews.

Identify and improve project administrative processes

- Detect gaps or inefficiencies in project administrative or operational systems and propose practical, actionable improvements.

Support internal project meetings

- Prepare agendas, take minutes, track follow-up actions and ensure documentation is properly stored and shared with relevant teams.

Provide operational support to management

- Offer practical assistance to the project management team, including coordination tasks, documentation support and day-to-day operational follow-up.

Act as a project administrative focal point

- Serve as a key point of contact for staff, partners, suppliers, consultants and other stakeholders, ensuring timely responses and smooth communication.

Maintain internal systems and procedures

- Support the implementation, maintenance and continuous improvement of PAN Europe's internal administrative procedures, filing systems and organisational tools.

2. Fundraising Administration (20%)

- Provide administrative support to the Fundraising Officer in the coordination of fundraising activities.
- Support the preparation, formatting, drafting and submission of funding proposals and grant applications for specific projects and campaigns.
- Support the Fundraising Officer with maintaining relationships with external partners, and assist in collecting, organising and maintaining supporting documentation.
- Help monitor funding deadlines, reporting and application schedules.
- Maintain confidentiality and handle sensitive organisational and project information appropriately.

- Contribute to improving overall communication between teams and projects.



Location

This position is based in Brussels, Belgium. We allow a combination of home and office work (hybrid).

Person Specification

Education and training

- A bachelor's degree in business administration or social sciences (essential).
- A master's degree (desirable).

Experience and knowledge

- Experience in project administration, project operations support, office administration, or a similar role (essential).
- Previous experience working for an NGO, charity, international organisation, or other mission-driven organisation (essential).
- Experience coordinating logistics, suppliers, meetings, events, or travel.
- Experience working in a multicultural environment (essential).
- Experience supporting donor-funded projects or grants.
- Familiarity with financial administration.
- Experience working with project management or database systems.
- Understanding of donor reporting and compliance requirements.

Key Competences

- Fluent in English and French (other EU official languages are considered an extra asset).
- Very good organisational and time-management skills, ability to prioritise work.
- Good working knowledge of Microsoft Office and/or Google Workspace.
- Focus on operational problem-solving.
- Meticulous with particular attention to detail.
- Ability to handle confidential information.
- Positive and proactive attitude.
- Friendly and clear communication skills.
- Ability to work independently and as part of a team.
- Commitment to PAN Europe's vision, mission and values.
- Commitment to working for the protection of health and the environment.



Employment details

- Fixed-term contract for 12 months; possibility to renew/extend upon positive performance appraisal and budget availability.
- Starting date: October 2026 or as soon as possible after that.
- The salary will be in line with the successful candidate's qualifications and experience and PAN Europe's salary grid.

What this job opportunity will offer

- Flexible working hours, teleworking, extra benefits (eg. extra annual leave on top of the Belgian leave entitlement et al.).
- Pleasant, supportive and inclusive work environment, with an experienced, multilingual and multicultural team.
- Exposure to the finance management of international foundations and EU funded projects.
- Opportunities for professional growth and development.

How to apply

Please send an email with subject **the Job Title and your Full Name** (eg. "Programme & Operations Administrator" - Name, Last Name") and attach your CV and Cover Letter (in English) to **Katerina Iordanopoulou** at jobs@pan-europe.info explaining how you meet the above qualifications.

The deadline is **Wednesday 30th September 2026** (end of the day). Interviews will take place on a **rolling basis**, and the position will close once a successful candidate is found.

Due to the low administration capacity, we regret that only candidates invited to an interview will receive a reply.

PAN Europe values diversity and inclusion and the benefits these bring. We aim to appoint the most suitable candidate at all times and welcome applications from people from different backgrounds, ethnic origins and gender.