

Position: ERGaR Communications & administration officer (maternity cover)

The **European Renewable Gas Registry (ERGaR)** is a non-profit, non-governmental, Brussels-based association that aims to enable the cross-border transfers of certificates for biomethane and renewable gases. Today we represent 50 members from 14 European countries who are active in a wide range of activities in the gas sector, such as renewable gas registries and associations, energy commodity traders and gas DSOs/TSOs. ERGaR is engaged in various European forums and projects in the field of renewable gas certification and documentation.

For a period from 11 January until 16 July 2027, we are looking for a results-oriented communications & administration officer, passionate about energy transition, who will report directly to the Secretary General at ERGaR's Brussels-based office. The successful candidate will carry out a variety of tasks related to the organisation's daily and strategic activities.

Employer

ERGaR European Renewable Gas Registry aisbl

Place of employment

Round Point Schuman 6, Brussels, Belgium

Conditions of employment

The employment is full time for a limited period as maternity cover.

Responsibilities

Communication and stakeholder outreach

- Coordinating, editing, and publishing ERGaR's two newsletters in HubSpot: the Monthly Monitoring newsletter to members and the quarterly Pulse newsletter to the external audience
- Managing ERGaR's LinkedIn presence (~ three posts per week) and its WordPress websites, including news articles, event pages, member logos and CoO Scheme statistics Proofread and edit materials to ensure accuracy, consistency, and alignment with brand tone.
- Preparation of publications
- Maintaining and updating HubSpot contact lists, including subscription databases, and consent setting
- Maintenance of ERGaR's visual identity

Events

- Organisation and attendance of ERGaR events and webinars including the second annual European Biomethane Trading Conference (15 April 2027) and the Biomethane Networking Drink at E-World
- Organisation of online webinars' promotion, HubSpot registration forms, invitations and Microsoft Teams set-up

ERGaR members and system participants

- Working with the Secretary General as the contact person for all ERGaR members on a wide variety of topics
- Onboarding new members by collecting member information and updating mailing lists, the website, presentations and membership records in Excel
- Support in organisation of ERGaR's working groups and board meetings and General Assemblies, including circulating agendas, recording meetings and drafting minutes

Office management

- Management of ERGaR's office e.g., monitoring mailbox and preparation and maintenance of key documents such as meeting minutes, ERGaR Scheme Documents and Audits, etc.

Finance

- Drafting and sending membership invoices and quarterly CoO Scheme invoices
- Daily bookkeeping to record all incoming and outgoing transactions, archiving all invoices using BillToBox
- Sending invoices via BillToBox (Peppol)
- Quarterly VAT coordination with accountant

Requirements

- Education level: university degree or equivalent experience
- Experience: professional experience in European association or Institutions, experience within the renewable energy industry and/or natural gas industry is an asset
- Languages: fluently spoken and written English is essential, any other language is an asset
- Personal characteristics: team player with the ability to also work independently, excellent communication and multi-tasking skills, keen attention to detail, organisational talent, flexibility and openness, creativity and can-do mentality
- Hybrid working at the ERGaR desk in Brussel's
- Experience with working with gaphis design tools (e.g. Canva) and CRM (e.g. Hubspot, MailChimp) is desirable
- Confident with Microsoft 365 (especially Excel, Outlook, Teams, Sharepoint), invoicing and bookkeeping
- Familiarity with AI tools (e.g. ChatGPT, Copilot)
- Experience with Wordpress
- Experience with Belgian e-invoicing (Peppol) is an asset

ERGaR offers you

- A fascinating, diverse, interdisciplinary, and challenging role in the energy sector, in the rapidly expanding field of renewable gases
- A dynamic and international environment in a future-oriented association within a small team which provides space for personal initiative and creativity
- A flexible workplace
- Competitive salary
- Meal vouchers
- Flexible hybrid working conditions

If you enjoy taking on personal responsibilities and working with an international, energetic team, submit your application to Tim Hamers (tim.hamers@ergar.org) by 30/10/2026, quoting “Application – Communications & administration Officer” in the email subject.

Your application should include a CV only and explain in one paragraph in the email why you are a good candidate for this position.

Under the General Data Protection Regulation (GDPR) (EU) 2016/679, ERGaR has a legal duty to protect any information collected from applicants. Information contained in applications may be privileged or confidential and intended for the exclusive use of the recruiting process.