

Project Assistant Financial Administration & Project Support Reusable Packaging (0.3-0.8 FTE)

Target start date: early 2026



We are looking for a new colleague at Fair Resource Foundation! For INTERPOOL, a large European Interreg project for the circular economy, we are looking for reinforcement for financial administration, reporting, and project support. In this role, the initial focus will be on financial administration (0.3 FTE) to ensure that all necessary information from the consortium partners (10+) is delivered on time and in full. In addition, the position can be expanded to a maximum of 0.8 FTE with additional administrative, organizational, and support tasks within this project, such as preparing reports, coordinating partner communication, and providing support for project events and deliverables. In short: you will lay the foundation for the success of this project. Interested? Then read on.

The INTERPOOL project focuses on effective, international 'pooling systems' for reusable glass packaging. This Interreg project involves a large group of European stakeholders, including organizations responsible for extended producer responsibility (EPR), the University of Antwerp, Zero Waste Europe, New Era, and Mehrwegverband. The project will start in January 2026 and will run for three and a half years.

We are looking for someone who has experience with similar (European) projects, someone who can work proactively and accurately, and who is enthusiastic about contributing to the reuse transition. One of the project partners will provide an external mentor who has experience with Interreg and can provide support where necessary.

Who are we?

[Fair Resource Foundation](#) is an ambitious NGO with a green mission. Our goal is to reduce the use of raw materials so that it fits within the carrying capacity of the earth and its ecosystems. At the Dutch, Belgian, and European levels, we are committed to influencing policy, conducting system analysis, stimulating debate, building coalitions, and conducting research. Some of our successful initiatives include the introduction of a deposit on small plastic bottles, the launch of the [Platform Weeffouten](#) (Platform for Weaving Errors), and the establishment of the producer organization [Collectief Circulair Textiel \(Collective Circular Textiles\)](#). You can read about our plans for the coming years in [our policy plan](#).

We are all about making an impact. We want to see concrete changes and we are always looking for smart approaches to achieve this. If necessary, we take action against companies, and where possible, we focus on collaborations.

We currently have a team of 12 and are based in Utrecht in the UCo building, where several sustainable organizations have come together to form a community.

What will you be doing?

- Setting up and maintaining financial administration for the INTERPOOL project (0.3 FTE). It is important that, among other things, the administration is in line with the reporting requirements of Interreg.
- Preparing periodic reports and assisting with audits.

- Maintaining contact with the various project partners regarding the provision of the necessary information and payments.
- Assisting with communication, planning, and coordination of project activities and events.
- Supporting project partners with (financial) administration, documentation, and the delivery of documentation in pre-audit formatting.

Profile

- Extensive experience with (financial) administration and subsidy processes. Specific experience with Interreg is an advantage.
- You work accurately, proactively, and independently.
- You feel comfortable keeping project partners and colleagues on their toes.
- Due to the international nature of some themes, we expect fluency in spoken and written English. Proficiency in Dutch, French or German is an advantage.

Offer

- An attractive position for 12-32 hours per week.
- A 12-month contract, with the possibility of extension.
- A salary between €3,404.94 and €4,024.57 for full-time (40 hours) employment (range based on salary scale 10.0 to 10.2 of the Dutch government).
- An attractive pension plan.
- Reimbursement of travel expenses by public transport and bicycle.
- Reimbursement for your own phone subscription. Work laptop or reimbursement for use of your own laptop.
- Working in a small team where you can really make an impact.
- An informal and open working atmosphere with room for growth and initiative.
- The possibility to organize your working hours flexibly.
- Fun activities with your colleagues.
- Working near the center of Utrecht in a beautiful and sustainable office with delicious coffee and vegetarian lunch.

If you do not meet all the requirements but are enthusiastic about the position, please contact us to see if there is a possible match.

Practical

After the initial selection based on CVs and cover letters, we will inform you about the next steps in the procedure. This may include an online test and an interview. We reserve the right to contact candidates who apply before the closing date.

Please send your cover letter and CV **no later than January 31, 2026**, to Laura Schrijver at laura@fairresourcefoundation.org