



Job Specification

Director

1. Organisation

Eurosité is a network association constituted by its members. Eurosité's vision is a Europe where nature is cared for, protected, restored and valued by all. We work towards this aim by providing natural site managers and other conservation practitioners with opportunities to network and exchange experience on practical nature management. We connect non-governmental and governmental organisations as well as individuals committed to our vision. We believe the future protection and conservation of Europe's nature will only be achieved through international cooperation.

Eurosité's Secretariat provides a full range of network services determined by members' priorities. The Secretariat works as an integrated, functioning team where individual levels of responsibility vary according to each post. The Director reports directly to the Eurosité Board and contributes to the overall quality of network services.

2. Job Role

The Director is primarily employed to lead, co-ordinate and manage the organisation providing a range of projects and associated services for members, ensuring that all projects are consistent with and contribute to the delivery of the objectives of Eurosité.

Core functions are identified as:

- To lead and manage the staff and implement processes to support staff development, enable effective work and prioritisation and good staff well-being within the organisation
- To strengthen the network by identifying, facilitating and creating opportunities for networking and information exchange between natural site managers and other conservation practitioners;
- To liaise with the European Commission and other external organisations, decision makers and funders representing the network at meetings, seminars and conferences, and promoting the interests of members at all appropriate opportunities;
- To identify and take forward emerging themes relevant to the network expressing the shared priorities and common interests of members;
- To and provide core project management support services, which include developing project ideas, identifying appropriate sources of funding, submitting proposals and ensuring that all terms and conditions are met
- To broker, facilitate and, where requested, coordinate joint-working between members;
- To regularly communicate with Eurosité's Board in order to jointly take strategic decisions and to coordinate the implementation of Eurosité's 2021-2025 Strategy and the Annual Work Plans;
- To ensure that all statutory and operational responsibilities of the network are discharged.
- As key project deliverables, direct the development of workshop programmes and ensure their efficient organisation and running: also lead the development and organisation of non-project related workshops and other Eurosité events, including the Annual Conference;

- Ensure effective communication between all staff on projects enabling Eurosite's varying communications to be relevant and timely.

Projects are either led by individual members (or group of members), external partners or by the Secretariat. All projects involve specific activities, which benefit the membership and advance the interests of the network.

3. Job requirements

We are looking for an enthusiastic, flexible, resilient, well-organised team player for our Secretariat of Eurosite, based in Tilburg in the Netherlands, who has

- a higher education degree or vocational qualification in nature conservation, environmental/natural resource management or comparable fields;
- Experience with line management and team leadership;
- Experience in developing and submitting project proposals and all aspects of project management;
- Experience with operational planning & coordination;
- Experience of working in international settings, involving people and organisations from different countries and cultural backgrounds;
- Highly numerate with experience of technical financial reporting for external funders;
- Excellent written and oral communication skills;
- Thorough command of the spoken and written English language;
- Extensive experience of a variety of MS Office packages – Word, Excel, PowerPoint – as well as high degree of confidence in use of internet and web-based technology;
- An enthusiastic individual with a well-organised and professional approach to his or her work;
- Outgoing, friendly and approachable;
- Solution-oriented thinking;
- Resilient to pressure and capable of working to deadlines;
- A team player, also capable of acting on own initiative;
- A willingness to be flexible and responsive to priorities as these arise;
- A willingness to travel through Europe to meet project partners and members and represent Eurosite.

Ideally, you have

- knowledge of other European languages;
- experience with EU-funded projects;
- experience with website management and use of social media;
- basic knowledge of WordPress;
- confidence with presentation of financial information for non-technical audiences;
- experience with desktop publishing packages & production of newsletters/ publications etc.;
- an affinity with and understanding of the (European) non-profit nature conservation sector.

4. Salary scale

Eurosite uses the BBRA scales of the Dutch Ministry of the Interior and Kingdom Relations. The post of Director has been graded at salary scale 10 (BBRA 1984, January 2020).