



## **Job Specification**

### **Project Officer (PO)**

#### **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 our members' priorities. The secretariat staff works as an integrated team with individual levels of responsibility varying according to the post. The Project Officer (PO) works closely together with the other staff members of Eurosité Secretariat.

#### **2. Job role**

The PO is primarily employed to coordinate the implementation of the LIFE-funded project "European Networks for Private Land Conservation" (01.12.2020-31.05.2024). The project intends to expand the use of private land conservation (PLC) tools in the European Union, to improve the financial incentives and funding for PLC, to foster citizen engagement in PLC and to continue the existing networking among organisations and individuals engaged in PLC with the aim to establish durable governance structures for PLC in Europe. It will build on the two ongoing LIFE projects (LIFE L.I.F.E. and LIFE ELCN) that are currently investigating the potential of private land conservation in the EU.

The project will focus on the most promising PLC tools, test and support their wider uptake, engage in the reform of supportive fiscal and other systems incentivising PLC, continue the development of PLC standards and practices, and help with development of organisations and their networks dealing with PLC (following the US "land trust" model). It will specifically aim at further streamlining the efforts regarding PLC of existing networks of landowners (ELO) and conservation organisations (Eurosité) by creating a joint PLC platform/secretariat of the two networks (the "Conservation Landowners Coalition").

Core functions are identified as:

- overall coordination of the project in close collaboration with the project management team;
- monitoring of the implementation progress and technical reporting;
- communication with project partners, network members and partners, EC representatives and other stakeholders;

- representation of Eurosite in project meetings and the Conservation Landowners Coalition;
- chairing of working groups;
- planning and organisation of workshops, webinars, online meetings, seminars, and other events;
- production of project deliverables;
- supporting the implementation and reporting for other projects in which Eurosite is involved;
- contributing to the development of new project proposals and the identification of appropriate sources of funding;
- representation of Eurosite at relevant events;
- supporting network governance and regular communication with network members as well as the Board and Council;
- supporting office administration processes as an essential contribution to providing network services.

### **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 working in international settings, involving people and organisations from different countries and cultural backgrounds;
- experience and/or skills in communicating projects
- excellent written and oral communication skills;
- a thorough command of the spoken and written English language;
- extensive experience with MS Office applications as well as project management and online communication tools.

Ideally, you

- have already managed EU-funded projects;
- worked in practical nature conservation/site management and/or the (European) non-profit nature conservation sector;
- are willing to work part of your time in the office of the Secretariat and part of your time from home;
- are willing to travel frequently throughout Europe;
- know additional European languages;
- have experience with website management and the use of social media.

### **4. Salary scale**

Eurosite uses the BBRA scales of the Dutch Ministry of the Interior and Kingdom Relations. The post of Project Officer (PO) has been graded at salary scale 7 (BBRA 1984, January 2020).