**Position:** Youth Officer – Full time/ 3-year contract (f/m/d)

The EUROPARC Federation is Europe’s biggest network, supporting and representing the work of Europe’s Protected Areas. As a member organisation with interests in nature conservation, sustainable tourism development, capacity building and European environment policy development and implementation, strategic and effective administrative processes are central to our work.

**Description**
EUROPARC committed to putting youth at the heart of our work. Building on years of previous work with the Junior Ranger programme and the emergence of the Youth+ programme. With the approval of the EUROPARC Youth Manifesto, EUROPARC took a renewed commitment to lead the network by example on youth relevant matters seeking to ensure youth participation across European policy areas as they intersect with Protected Areas. Further with the approval of the new EUROPARC strategy to 2030 and the election of a new Council in October 2021, and a new Youth Representative on Council, EUROPARC is now seeking to better to develop the Junior Ranger and Youth+ programmes and integrate the views of youth in the governance of the organisation and to further inspire Protected Areas to do it as well.

The successful candidate will work to support the administration and implementation of various projects and, specifically, EUROPARC’s Youth activities across all EUROPARC activities.

**Conditions:**
This is a **full-time position** (40 hr/week). The contract is limited to 3 years (project based).
The place of work is Regensburg Headquarters.
The applicant needs to be able to work in the EU currently, without restrictions.
Start date: **ideally beginning of May. But must be before July.**

**We offer:**
- International working environment
- A small and dedicated team
- Support and guidance from an experienced and multi-national team
- Work in an exciting, high-energy environment where you can make a difference
- Excellent opportunities for personal growth
- The opportunity to bring new ideas to our team, and your contribution to develop and innovate the work of EUROPARC
- Make a difference to the opportunities for youth in Protected Areas across Europe
- Culture - The "Du" applies to us on all levels. We are approachable - and just ourselves
- Gross salary: 2500 Euro/ month
General Requirements:
- Affinity with EUROPARC’s mission, values and core principles
- Flexible and willing to travel
- Proven experience working on European policy work
- Experience of supporting the delivery of EU funded projects
- Understanding of media relations and digital media strategies
- Proficient in MS Office; familiarity with design software would be a bonus (e.g. Photoshop, InDesign) and content management systems is a plus
- Solid editing and researching skills
- Excellent communication abilities (oral and written)
- Strong attention to detail
- Organizational skills
- Clear ability to work in English both written and spoken
- Knowledge of project funding procedures, technical guidelines and reporting processes.

Personal qualities:
- Ability to work effectively as a team member and independently
- Ability to manage multiple priorities under pressure
- Excellent written and verbal communication skills
- Excellent critical and creative thinking and analytical skills
- Friendly and outgoing
- Willing to learn and grow in the post
- Ability to communicate in multiple languages is an advantage

Primary Responsibilities:
As Youth Officer you will:
- Identify evidence and solutions and examples from European Protected Areas and agencies of youth engagement, whilst taking into account the wider needs, issues and views of young people on all aspects of Federation work.
- Seek funding and sponsorship to enhance EUROPARC youth programme and secure a sustainable financial income for the continuance.
- Working alongside the Policy Officer, provide analysis of European policy and deliver opportunities for youth engagement
- Develop and grow the Junior Ranger and Youth+ networks
- Seek partners to host and support the delivery of International Junior Ranger and Youth+ camps.

Overall provide administrative support for EUROPARC’s programmes, projects and staff specifically:
- Collection and collation of youth activity data and statistics for reporting purposes
- Preparing reports
- Supporting day-to-day planning and carry out administrative duties including efficient capture of data for activity reporting.
- Helping to identify problems or risks that can impede the delivery of project activities and propose solutions.
A strong communications role is envisioned

- Contribute to communicate and connect with young people from across Protected Areas
- Work within the communications team to contribute to the communications outputs of EUROPARC whilst specially creating communications for and about the youth programmes
- Design and deliver capacity building learning experiences for leaders and mentors
- Support the delivery of courses, workshops, webinars and other events including as trainer and learning event facilitator.
- Engaging within and outside of the Federation regarding the involvement of young people from Protected Areas.
- Assist in maintaining youth related web content and create and deliver relevant social media messages
- Help to implement internal and external communications activities.
- Draft and edit materials and communications copy (e.g. press releases/ brochures/ reports/ website content/ learning platform content)
- Prepare presentations and reports
- Prepare and publish social media posts

Application:

Your contact person for questions: Ms. Cristina Popa (cristina.popa@europarc.org)

Please complete the online application form in English (Cover letter, CV and certificates uploaded) no later than 11.59 pm Sunday 27th of March 2022.

We expect a customized CV showing how your experience meets the criteria of the post, a detailed letter indicating your motivation and completion of the online application form and how you can meet the requirements of the job description as well as what additionally you can bring to the EUROPARC team.

We look forward to receiving your application.

Interviews will be held through Zoom on 11th and 12th April.