

EUROPARC Federation e.V.

Waffnergasse 6

DE-93047 Regebsburg

Tel: +49(0)941 5993598-0

Fax: +49(0)941 5993598-9



Position: NaturaConnect – Project officer & Communication Support

Full time/ 3-year contract.

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.

Description

This post will provide primarily communication support across the work of the EUROPARC Federation. This will include the promotion of the EUROPARC Federation, communication with members, production of content for social media, website, produces publications, annual report, brochures and other materials.

The substantial part of the position will work in conjunction with the NaturaConnect Project Manager and will focus on the production of capacity building materials. As a **skilled and creative communicator**, you will have some experience of **delivering training and capacity building** on and offline. A well organised approach to work and experience in delivering complex project outputs are essential.

About the Project:

The EU 2030 Biodiversity Strategy aims to put biodiversity on the path to recovery by 2030, as a contribution to the European Green Deal goal of preserving and restoring Europe's natural capital and placing Europe in a leadership position in the Post-2020 CBD Framework. A key component of the EU Biodiversity Strategy is the development of a truly coherent Trans-European Nature Network (TEN-N).

EUROPARC is part of a consortium of 22 organisations of the HORIZON-CL6-2021-BIODIV-01 project **"Natura Connect - Designing a resilient and coherent Trans-European Network for Nature and People"**. The project aims to build a resilient nature network across Europe and to support the member states in designating conserved areas to reach the 30% protection target.

The project started in July 2022 and will run until June 2026.

EUROPARC plays a significant role in overseeing the Stakeholder Engagement, Communications, Dissemination and Capacity Building functions within this exciting project.

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We offer:

- An 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, including your contribution to develop and innovate the work of EUROPARC.

Conditions:

This position is available between 24 hrs and up to 40 hrs per week. We are open to discussion on the available hours.

The contract is **limited to 3 years**. Salary range will be discussed during the interview.

EUROPARC is offering **Remote Working (Möbilarbeit) within Germany**; we are not considering homeworking option in any other country. Agreed regular visits to the main office in Regensburg will be required as well as occasional foreign trips, in particular, to support the delivery of the NaturaConnect project.

The applicant must be eligible to work in Germany, without restrictions.

Start date: ideally March or beginning of April 2023

Application process

Please send a full CV and letter of application **indicating specifically how your skills and experiences meet the criteria and requirements listed below**.

Please complete [the online application](#) form in English (with CV, Cover letter and certificates uploaded) no later than **23.59 pm on 08 February 2023**.

Interviews will take place beginning with 20th of February.

Your contact person for any questions regarding the position is Ms. Marit Schnepf:
marit.schnepf@europarc.org

General Essential Requirements:

- Affinity with EUROPARC's mission, values and core principles.
- Flexibility and willingness to travel.
- Experience of working on European policies.
- Experience of supporting the delivery of EU funded projects.
- Proficient in MS Office.
- Solid editing and researching skills.
- Excellent communication skills (written and spoken) and a clear ability to work in English.

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- Strong attention to detail.
- Highly competent organisational skills.

Specific Essential Requirements

Working in communication requires the ability to work well under pressure and be able to juggle several tasks simultaneously. Being outgoing and comfortable meeting new people will be necessary and due to the nature of the work they must be accurate, flexible, enthusiastic, and responsible.

Principle Tasks:

- Management of communications within the Directorate team and across the network;
- Create communication messages of the EUROPARC Federation to be disseminated through appropriate communications channels;
- Compose, edit, design, record, produce publications;
- Write news, releases and articles;
- Edit and organize the publication of documents;
- Coordinates with web designer, graphic designer and printers;
- Maintain website and social media content;
- Manage the email, and communications systems of the EUROPARC Federation offices;
- Organisation of small and large international events;
- Moderation of and representation at international events;
- Creation of communication strategies and plans specific projects;
- Public Relations work;
- Database management;
- Marketing of the organisation to prospective sponsors.

Skills / Attributes Required

Essential

- High proficiency in English is a must;
- Ability in one other main languages of the Federation, in particular, Spanish, Italian, French, German;
- Degree level education, in particular covering topics in communications and marketing experience;
- Experience in the field of communications, preferably in marketing or public relations;
- Excellent and high-level computing skills in all Microsoft Office applications;
- Excellent and sensitive communication skills;
- Ability to multi-task and approach challenges with an open mind;
- Ability to support and work within a team environment;
- Highly organized and resourceful.

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The majority time allocation of this post is within the NaturaConnect project; for this the postholder will:

- Provide essential support to the project, working closely with the NaturaConnect Project Manager and other team members to achieve the project's success;
- Creation, development and provision of NaturaConnect's learning platform (online training hub) materials, contents and learning resources;
- Support the delivery of courses including as trainer and learning event facilitator;
- Contribute to the implementation of the project by building stakeholder engagement processes and activities and capacity building experiences – this includes by facilitating meetings and forums and identifying ways to assist the project's stakeholder engagement processes;
- Support activities within the project – for example, provide advice and information to help partners develop their own stakeholder engagement activities;
- Jointly organise stakeholder workshops or events together with the project manager and other project partners;
- Ensure clear communication about EUROPARC as well as the NaturaConnect project;
- Support the communication team of NaturaConnect to manage communications activities with the project, to time, cost and budget;
- Help implement communication actions required for the Natura Connect project;
- Help to implement internal and external communications activities, across the project and EUROPARC team;
- Collect and collate activity data and statistics for reporting purposes;
- Prepare meeting notes;
- Support to prepare project reports;
- Coordinate agendas to organise project meetings;
- Support day-to-day project planning and carry out administrative duties;
- Act as a point of contact if the Project Manager is unavailable;
- Monitor progress towards deadlines and report any potential delays to the Project Manager.

Personal qualities:

- An innovative and creative thinker who is adaptable and responsive to change;
- Professional, punctual and reliable;
- Excellent communication skills (both written and oral);
- Mature time-management and organizational skills;
- Creativity to communicate in different ways excellent interpersonal skills the ability to form and maintain relationships through teamwork and networking;
- Ability to work effectively as a team member and independently;
- Ability to manage multiple priorities under pressure;
- Excellent written and verbal communication skills in English.
- Friendly and outgoing;

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- Willing to learn and grow in the post;
- Ability to communicate in multiple languages is an advantage;