



Head of Operations Job announcement Located Brussels

About Wetlands International Europe

Established in September 2013, Wetlands International European Association (Wetlands International Europe) is the single network organisation in Europe focused on wetlands. Together with our 13 member organisations, partners, networks of expertise and citizen scientists our ambition is to upscale action to safeguard and restore wetlands. Our access to cutting-edge science, combined with our understanding of EU policies, on-the-ground experience from our members, partners and their networks, in addition to our own global network, makes us a credible and effective advocate for improving European policies and practices.

We achieve our results through programmes focused on policy relevant issues that comprise a variety of projects and initiatives. These seek to develop state of the art knowledge, best practices and practical on the ground conservation and restoration experience to underpin influential dialogues on policy and investment. We bring policy insights back to our network to help accelerate policy implementation and investment to the benefit of wetlands in Europe and around the world.

The overall purpose of the job

The Head of Operations will be responsible for the effective, efficient and high quality delivery and development of our projects and programmes while ensuring high standards in finance, project management, administration and personnel management in the Association Secretariat. Together with the Director and Financial Controller you will guide and support a growing team of staff to implement a diverse portfolio of projects and programmes under implementation together with our Association's membership, partners and networks. Your work will enable us to:

- Raise awareness of European policy and decision makers regarding the values of wetland ecosystems;
- Promote the integration of wetland-related concerns into relevant sectoral policies of the European Union and promote synergies and policy coherence;
- Promote investments for the conservation and restoration of wetland ecosystems;
- Address the impact of EU policies on wetlands in other regions of the globe and strive to ensure that international or third-country policies do not undermine the success of EU environmental legislation.

Profile

The Head of Operations is an energiser and enabler, supporting members of the European Association and staff of the Secretariat, to pursue Wetlands International Europe's objectives. He/she is an empathetic person who combines excellent senior level operational management, inter-personal communication skills and coordination with insightful facilitative programme development. By guiding the operationalisation of partnerships, programmes and other initiatives, the Head of Operations ensures that the organisation delivers results and builds the profile and credibility of the organisation in the region.

Responsibilities and tasks

Programme oversight and supervision:

- Ensure alignment of project development and implementation to the Wetlands International Europe strategy and planning;
- Facilitate the development of and manage projects that significantly support the operations of the Secretariat;
- Guide Programme and Project Managers in project start-up and implementation, maintaining quality, adherence to organisational standards and procedures;
- Ensure the quality of narrative and financial reporting and related donor liaison;
- Oversee monitoring and evaluation and documentation of projects and our track record;
- Provide strategic guidance and ensure the quality of publications other communications assets;
- Guides and supports communication and collaboration amongst the member organisations of the Association and associated networks;
- Oversee and coordinate development of new initiatives and partnerships that contribute to implementation of the Association's Strategy;
- Support alignment with, and provide strategic and technical input to other programmes in the Wetlands International network as appropriate;
- Provide project management support to selected projects on a needs basis;
- Coordinate management of the Secretariat's office space in Brussels.

Operations team management:

- Day to day guidance and coordination of the Secretariat team as a whole;
- Line management of the operations team (consisting of the Project Coordinator and Membership Officer) and the communications team;
- Implement annual performance development processes for the Secretariat staff in cooperation with the Human Resources Manager and Director (Global Office);
- Supervise and support staff recruitment processes in coordination with the Human Resources manager;
- Task management and coordination of Programme managers.

Essential education and experience

- Master level qualifications and / or at least 5 years working experience in a relevant role;
- Working experience in a strongly project-based work environment;
- Strong knowledge of developing and managing European Union funded projects (familiarity with EU funded Operating Grants an advantage);
- Demonstrable significant team working / people management experience;
- Demonstrable track record in strategic development, planning and management of programmes directly and by facilitating others;
- Personal network of active, relevant networks in Europe;
- Familiarity and interest in issues related to water resource management, biodiversity, environment and development;
- An appreciation of the role of European NGOs in influencing policy and delivering solutions;
- Familiarity with the operational requirements to support advocacy, media and communications in a relevant field, in Brussels and in the European region;
- Prepared to travel in the region.

Core competencies

- An excellent command of written and spoken English and able to operate in one or more additional European language (preferably French);
- Good interpersonal, team-building, networking and capacity building skills, demonstrating awareness and respect of different cultures;
- Fast, efficient and responsive mode of working.

Other Aspects

This job description covers the main tasks and conveys the spirit of what is anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

The Association applies the same terms and conditions of employment as the Wetlands International's Foundation.

Job Offer

- Full-time 36 hours per week.
- Competitive salary, dependent on experience.
- Contract duration: 1-year, with possibility to renew based on funding.
- Location: Brussels, Belgium.
- Start date: January 2025.

Applications should include a cover letter summarising the applicant's suitability for the position and a detailed CV. Applications should be sent by email to HR@wetlands.org marking your application with "Head of Operations Wetlands International Europe" in the subject line.

Interviews: Only shortlisted candidates will be contacted.

Deadline for submission of applications **15th November 2024**.