



Project Manager, Horizon EUROLakes

Terms of Reference

Background:

Established in September 2013, Wetlands International – European Association (Wetlands International Europe) is the single network organization in Europe bringing together NGOs whose shared mission is to inspire and mobilize society to safeguard and restore wetlands for people and nature.

Our ambition for the period 2020-2030 is to upscale action to safeguard and restore wetlands, collaborating with multiple partners and mobilising a wide range of actors to transform whole landscapes and sectors. Our access to cutting-edge science, combined with our understanding of EU policies, the on-ground experience from our members, partners, and their networks, in addition to our global network, makes us a credible and effective advocate for improving European policies and practices.

For more information, please consult <https://europe.wetlands.org/>

Horizon Project EUROLakes:

The project “Integrated Protection and Restoration Approaches for Natural Lake Ecosystems” or “EUROLakes” is a four-year project funded by Horizon Europe, beginning in September 2024 with 12 partners and led by Wetlands International Europe.

EUROLakes proposes an innovative, holistic, and science-based approach to safeguarding and restoring European natural lakes and their ecosystems. This project builds upon the [4 Returns Framework for Landscape Restoration](#), a practical methodology designed to seek sustainable, long-term solutions at the landscape level, with the aim of achieving four types of returns: inspiration, social benefits, natural restoration, and financial gains. This holistic approach is realized through five key elements: establishing a landscape partnership, fostering shared understanding, collaboratively envisioning the landscape, taking coordinated action, and continuously monitoring and learning.

EUROLakes will establish local communities of practice and, in collaboration with them, develop and showcase innovative, integrated protection and restoration solutions, with a particular focus on nature-based solutions. These solutions will be demonstrated in three specific natural lakes: Lake Vico in Italy, Lake Bistret in Romania, and Lake Dümmer in Germany.

Furthermore, the project will highlight the long-term potential for replication with an open call for additional sites. These approaches will be complemented by modelling activities and the dissemination of knowledge regarding nature finance, contributing to a comprehensive adaptive management strategy aimed at restoring the ecological and chemical health of natural lakes to a "good" status.

In this way, the EUROLakes will directly contribute to the objectives of various EU instruments and policies, including the Water Framework Directive, the Green Deal, and its Mission objective to "restore, protect, and preserve the health of our oceans, seas, and waters by 2030."

The overall purpose of the job:

This is an exciting opportunity to lead the coordination of “EUROLakes” that will design and develop integrated and replicable landscape approaches for the protection and restoration of natural lake ecosystems, using participatory, stakeholder engagement to demonstrate multi-benefit policy solutions for freshwater ecosystems.

The Project Manager (PM) will be responsible for the overall project coordination of EUROLakes, working side-by-side with the Freshwater Manager, the Head of Programmes and Project Coordinator.

The PM will coordinate the consortium and facilitate the overall management in conformity with the Grant Agreement and the Consortium Agreement. These responsibilities include a wide set of tasks related to the organisational, administrative, financial and legal management of the project.

Responsibilities and tasks:

- Supervise and implement the project work plan according to the Grant Agreement and the Consortium Agreement.
- Communicate and coordinate with the European Commission’s Project Officer project-related contractual documentation, activities, events, issues and mitigations.
- Develop and implement project management tools (e.g. Quality Assurance and Risk Management Plan, procedures, guidelines, templates, collaborative platform) to coordinate exchanges within the network and facilitate communication between partners.
- Oversee the organisation and facilitate the face-to face/virtual Project Management Team meetings (every 6 months), General Assembly (once a year), and the External Advisory Board meetings.
- Organise and facilitate the monthly virtual meetings with WP leaders and discuss WP advancements.
- Act as an intermediary between the project partners and the contracting authority from the European Commission.
- Monitor the project’s progress and ensure on-time delivery of project deliverables by preparing timely and effective technical periodic and final reports to the EC and coordinating contributions from partners.
- Ensure that all legal, contractual, financial and administrative project aspects are properly managed.
- Coordinate the preparation, consolidation and submission of financial reports, working closely with the Financial Controller and partners, within the deadlines defined by the European Commission.
- Work closely with the Freshwater team in scoping new funding opportunities.
- Contribute within the Freshwater team to the development of the Freshwater Programme.

Working relations:

INSIDE Wetlands International Europe:

The PM will work under the supervision of the Freshwater Manager. He/She will also work closely as part of Wetlands International Europe’s team with the Project Coordinator and Financial Controller that will support the implementation of the project. The PM will also work closely with the global team of Wetlands International working on the Four Returns methodology.

Additionally, the PM will work with other colleagues from the Freshwater, Peatlands and Biodiversity teams to link and find synergies with other projects and integrate EUROLakes into the delivery of the organisational strategy.

OUTSIDE Wetlands International Europe:

The PM will work closely with EUROLake's partners and key stakeholders. He/She will also update other project consortiums and networks and the members of Wetlands International Europe, when appropriate, about the project.

Requirements:

- Master's degree or equivalent.
- A scientific background in the field of ecosystem protection and restoration would be a plus; a strong interest for the topic is required.
- At least 5 years of experience in technical, administrative and financial management of European or international projects.
- Excellent oral and written communication skills in English (the communication language within the consortium).
- Excellent skills of writing and synthesis (work plans, technical reports and other acts and management, ordinary correspondence, notes, messages, summary sheets).
- Experience in working in a team and with communities and multiple stakeholders.
- Excellent organisational skills, and ability to establish and maintain lasting and constructive formal relationships.
- Good teamwork abilities, particularly in a multicultural and multi-disciplinary context.
- Ability to propose solutions to problems and critical issues that might arise during the project
- Experience with multiple deadlines, planning skills and ability to prioritise on multiple tasks, services, collaborations with partners and comply with external requirements by funders, organisational rules etc.
- Able to work independently, takes ownership of the assigned tasks and brings them forward with a solution-oriented mindset.
- Knowledge on the PM2 methodology of the EC is an advantage.
- Knowledge of the European Commission management rules associated with the Horizon Europe framework programme is an advantage.

Other Aspects:

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organisational needs.

The Association applies the same terms and conditions of employment as the Wetlands International Global Office.

Job Offer

- Full-time job, 36 hours per week for the entire duration of the project.
- Competitive salary, dependent on experience.

- Location: The selected applicant will have to be based in the Netherlands or Belgium.

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 "Project Manager, Horizon EUOLakes" in the subject line.

Interviews: Only shortlisted candidates will be contacted. Deadline for submission of applications 20.05.2024. - Early applications are strongly encouraged and will be processed upon receipt.