



Job Advertisement:

'Project Coordination and Communication: Sustainable Aquaculture'

***Application deadline:** 6th Nov 2022

***Optimal starting date:** January 2023

***Contract:** unlimited

***Working Hours:** ideally full-time; at least 25 hours

***Place of work:** Berlin

Who are we?

s.Pro sustainable-projects is a small consultancy (15 in-house consultants) specialized in the coordination of transnational cooperation projects, mostly funded by the European Commission (Horizon; Interreg), but also other public donors. Our topical focus lies in projects dealing with the sustainable use of the sea. Among others we run the permanent secretariat of the SUBMARINER Network for the Promotion of Blue Growth as well as the EU4Algae initiative. SUBMARINER is a flagship initiative within the EU Baltic Sea Strategy as well as EU Mission 'Restore our Oceans', bringing together a variety of public and private stakeholders, all engaged in the innovative and sustainable use of marine resources.

The themes of our 'blue' projects span from maritime spatial planning; management of marine protection areas; sustainable aquaculture; algae and mussel product development; reduction of marine pollution and combined use of off-shore installations. Project activities range from promoting start-ups; initiation of company cooperations; running of pilot measures, case studies and demonstration plants; knowledge transfer; strategy advice and policy development; participation processes up to public relations.

All projects have a term of three to four years and bring together between eight and 25 partners from research, industry, business development, NGOs and administration from all European countries.

Who are we looking for?

We are looking for a new staff member for our Berlin office to expand / supplement our team of Project Managers for our new series of long-term projects especially in the field of 'Sustainable Fish Aquaculture'. Our ideal candidate already has relevant experience in the management of European projects.

What are your responsibilities?

- Overall steering and administrative coordination of the project; its activities and deliverables.
- Internal communication and coordination of project partners, advisory boards and stakeholders.
- Design, organization, moderation and documentation of all internal and external project meetings and events (in-person & online); e.g. by bringing in external speakers, engaging of the advisory boards, organizing the outreach
- Development and implementation of the project information and communication strategy, adapted to the respective target groups
- Continuous development of content (text, image, graphics, podcasts, video) for the project website(s) (in cooperation with external service providers as well as in-house staff) as well as social media accounts (LinkedIn, Facebook, Instagram, Twitter, YouTube, TikTok).
- Development of presentations; videos; podcasts; brochures; newsletters; etc. including visualizations and graphics (in cooperation with external service providers)
- Presenting the project(s) at events, networking and promotion
- Converting scientific reports and other project content into understandable articles, abstracts, findings, recommendations, poster presentations, animations, etc. for our various media channels
- Writing or reviewing all project reports; as well as coordination with the client
- Curation of new project/tender opportunities and development of project applications or offers in cooperation with the in-house team and/or other project partners

What is the ideal mix of competencies and skills?

- University degree, ideally in a related field such as fish, shrimp and/or mussels aquaculture, marine biology etc.

- At least 5 years of relevant work experience; i.e.
 - Experience in coordination / communication of European funded projects or comparable projects
 - Experience/knowledge in the field of sustainable aquaculture (esp. Recycling Aquaculture Systems, RAS)
 - Experience in the design, organization, moderation and documentation of project meetings
- Excellent English language skills are a prerequisite; good knowledge of German or one/several European languages is an advantage;
- Proven written communication skills; Experience in creating reports, studies and presentations
- Good knowledge of MS Office / Teams; Experience with moderation techniques and collaboration tools (e.g. Metaplan, Murals, sli.do); CMS programs (e.g. Joomla, WordPress) as well as project coordination and management tools (KANBAN, SCRUM, etc.)
- Understanding of European political processes and institutions; especially in the area of sustainability; climate and environmental protection.

Our ideal candidate is highly motivated; open-minded and feels comfortable in a multicultural environment. You can communicate well and effectively and enjoy moving things forward. You think ahead; organize yourself and your tasks independently and enjoy working in teams with other employees or project partners.

What do we offer you?

A meaningful job in a very dynamically evolving environment, where you contribute to climate change mitigation; reduction of pollution and biodiversity loss.

- A job in a firmly established, successful company with a long-term secured project portfolio and an extensive international network of cooperation partners
- Working with influential experts, researchers, companies and government departments to support them in achieving the global sustainability goals.
- We offer the successful candidate an attractive fixed salary; as well as bonus payments.
- Depending on the performance and personal wishes of the employee, we offer the possibility of constant development, expansion of his/her tasks and areas of responsibility with the corresponding development of salary, expansion of one's own team of employees and participation in strategic company decisions.
- Our projects offer a variety of opportunities to expand your experience and skills. In addition, we encourage and support you in attending targeted training measures.
- An optimal working environment - adapted to your needs - with a beautiful loft office in the middle of the Schöneberger Kiez with 2 minutes walk from S-Bahn/U-Bahn/Bus.
- Up to three home office days per week; flexible working hours and holiday regulations (by arrangement).
- A small international team that supports each other.
- Regular team meetings (including cooking a 'come-together' lunch once a week) to promote internal knowledge transfer, generate shared ideas and strengthen the working atmosphere.
- Interesting business trips to project meetings throughout Europe

How do you apply?

Please send us your CV with a meaningful cover letter in English and any other documents to: info@submariner-network.eu. **Subject: Application 'Project Coordination & Communication: Aquaculture'**

Please also visit our websites www.submariner-network.eu / www.sustainable-projects.eu to find out more about our projects and key issues. If you have any further questions about the position before you apply, you are welcome to email to Efthalia Arvaniti (ea@submariner-network.eu) in advance.

We will invite suitable candidates to a (virtual) interview no later than two weeks after submitting your application.