Friends of the Earth International is looking for a

**Project Manager - EU-Funded Project**

Amsterdam-based position (NL work permit required)

0.8 FTE, 30 hours per week (4 days per week)

Friends of the Earth International (FoEI) is the world’s largest grassroots environmental federation with over 70 member groups around the world. We focus on climate justice and energy, forests and biodiversity, food sovereignty, and economic justice. Our decentralized member groups are organized into four regional structures and fully participate in decision-making. A small International Secretariat (IS) in Amsterdam and a team of global staff, support the member groups, campaigns, programs, and other activities of the federation through fundraising, program coordination, trainings, communications, and information management.

FoEI will implement the project “People’s power to drive transformative and sustainable solutions”, with an expected duration of four years with EU financial support. The project aims to strengthen FoEI member groups and structures to work both independently and collectively to contribute to social and environmental justice in policy-making processes. The project covers 67 countries in 4 regions (Africa, Asia-Pacific, Latin America and Europe).

**About the position**

The Project Manager (PM) provides overall management and execution of the entire four-year project. Their main role is to facilitate the coordination of activities carried out by the federation’s various structures and national groups involved. As project manager for the EU grant, the PM will work closely with the project team, consisting among others of a Financial Grant Manager (FGM), a PMEL Coordinator, a Digital Coordinator and an Events Coordinator. The PM ensures strategic coordination and methodological preparation with all the structures involved in the project, as well as compliance with relevant regulations and achievement of expected results.

**Job responsibilities**

- Coordinate the preparation and implementation of a project risk management plan;
• Organize and facilitate regular project meetings, including sharing of lessons learned and active participation of all involved structures;
• Collaborate with the PMEL coordinator to develop reporting templates and processes;
• Compile and review annual project activity reports against work plans;
• Collect, review and approve reports, both narrative and in collaboration with the FGM, financial, and ensure compliance with donor regulations and processes;
• Serve as the primary point of contact for the EU-
• Participate in EU-led civil society spaces (such as the Policy Forum on Development) if necessary

Your Profile

• 3 years experience in managing full cycle EU-funded international projects, ideally in the field of international development and/or human rights. Knowledge of other donors’ processes is an advantage
• Knowledge of EU grant programmes and procedures including cross-cutting issues such as human rights, gender equality, environment and climate change
• Experience in collaborative decision-making processes in a global, decentralized environment
• Experience in coordinating international events
• Strong interpersonal, intercultural and organisational skills; work experience in the Global South would be a plus
• Proven writing skills, with ability to summarize and distribute information quickly and succinctly
• Excellent spoken and written English; fluency in other languages, in particular Spanish and/or French, is an asset
• Affinity with Friends of the Earth International’s vision and mission
• Willingness to travel nationally, regionally, and internationally

Join our values-driven movement to mobilize, resist and transform!
We offer a four-year contract in a mission-driven, international and supportive environment in the center of Amsterdam. Full-time salary between € 4,314 and € 4,778 per month, depending on experience and qualifications. Participation in our collective pension arrangement is compulsory. Candidates must have a valid EU work permit.

Friends of the Earth International is an equal opportunities employer. Diversity and inclusion are important values for FoEI. We aim to have a FoEI team that reflects the diverse composition of
our federation. We strongly encourage applications from people currently under-represented in the environmental justice movement.

In this procedure we work with Sustainability Works. Please send your application no later than June 14th to application@sustainabilityworks.eu mentioning “Project Manager – EU” in the subject line. 1st Interview on June 24th, 2nd interview on July 1st or 5th. Feel free to email or call Alexandra Hostier with any questions that you may have: +31634871946.