



**Role profile:**

**Office Manager**



## 1. Office Manager, Open Rivers Programme

This is an exciting opportunity to be part of new ecological restoration programme that aims to enable many thousands of kilometres of rivers across Europe to flow freely again. You will be part of a small team and will provide financial and administrative support to the programme.

## 2. About the programme

The [European Open Rivers Programme](#) offers grants to restore rivers by supporting interventions that lead to the removal of dams and the restoration of river flow and biodiversity. It is administered by *Stichting European Open Rivers Programme*, a charitable foundation incorporated in The Netherlands. The programme is funded by [Arcadia](#) with a budget of €42.5 million over six years (2021-27).

The programme's vision is for: 'free-flowing rivers with healthy, diverse and connected ecosystems across Europe, which are enjoyed, valued, and protected by the communities that depend on them'. It will bring together and promote the work of the various bodies in the field to help reduce river fragmentation and conflict and build wider support for dam removal.

The programme will work towards this vision by offering three categories of grants with the majority of funds allocated to making direct impacts by demolishing dams in rivers. The three categories and the allocation of the re-granting budget is as follows: a) removing dams - 82% b) enabling others to remove dams - 12% c) enabling the European dam removal movement - 6%.

Applications will be accepted from any of the 51 countries of Greater Europe via two annual calls for applications. It is expected that the programme will support around 150 to 200 dam removal projects each year.

## 3. Organisation

The day-to-day operations of the programme will be managed by a small secretariat. The main positions include:

### Executive Director (ED)

The ED will manage and coordinate the general operations of the programme including all Stichting matters, the granting process, panels and advisory groups, communications, finances and reporting.

### Grants Manager

Support the ED to issue grants and oversee grantees in the implementation of their projects.

### Communications Manager

Support the ED to promote and communicate the programme and implement the agreed actions set out in the Communications Plan.

### Office Manager

Provide financial and administrative support to the ED and the general operations of the programme.

The ED is overseen by a Supervisory Board of three. The programme is further supported by the following two groups:

- A Programme Advisory Group (PAG) assists to ensure that the strategy of the programme is aligned with other similar initiatives dedicated to river restoration in Europe. Members include Dam Removal Europe, European Centre for River Restoration, European Environment Agency, Global Water Partnership, International Union for Conservation of Nature, Swansea University.
- An independent Grant Selection Panel helps to assess funding proposals and make recommendations on projects that should be supported.

## **4. Detailed job description – Office Manager**

### A) Financial administration

1. Set up new financial systems as required (e.g. record keeping, invoices, forms etc).
2. Manage the [info@openrivers.eu](mailto:info@openrivers.eu) and [finance@openrivers.eu](mailto:finance@openrivers.eu) mailboxes.
3. Process invoices and enter payments onto banking system for approval by ED.
4. Purchase equipment and consumables required by the programme.
5. Maintain clear financial records for a) grants and b) secretariat expenditures.
6. Prepare information for annual accounts, financial reports or audits, as required.

### B) General programme administration

7. Assist to draft agendas for meetings, set up virtual meetings and take minutes.
8. Provide administrative support to key programme meetings e.g. GSP, PAG and respond to administrative requests from members of these groups.

### C) General Stichting administration

9. Manage and maintain a shared filing system.

10. Maintain a roster of dates and deadlines for renewing subscriptions (zoom, survey monkey, MS office), insurance, submission of annual accounts, other regulatory submissions etc. Process renewals, returns and other submissions.
11. Process regulatory returns / forms, as required.

D) Assistance to team

12. Provide administrative support to other members of the secretariat, as required.

## 5. Person specification

The programme seeks to be driven by the following principles:

- Be operated by an enthusiastic, professional, and motivated team.
- Implement strong governance frameworks.
- Take approaches that are underpinned by science.
- Communicate clearly.
- Be inclusive and collaborative.
- Operate with integrity and high ethical standards.
- Be open to innovative thinking and new ideas.

This is a part-time consultancy position with some flexibility on days worked. It is expected that the role will require approximately 24 hours of time / week, ideally spread out over five days i.e. working 4-5 hours each day between Monday and Friday.

All secretariat contractors are expected to work from their own office. It is therefore essential that the post-holder is self-motivated and comfortable working remotely away from a physical team. There will be opportunities for regular video meetings, and a file sharing system will enable easy communication between team members.

The ideal post-holder will speak fluent Dutch and ideally be resident in Netherlands. You will have excellent written and verbal communication skills, numerical and financial management experience and enjoy administrative tasks.

## 6. Application procedure

Send a CV and one page covering letter outlining why your skills and experiences are suitable for this role to Jack Foxall, Executive Director, ([jack.foxall@openrivers.eu](mailto:jack.foxall@openrivers.eu)). Closing date for applications: 12<sup>th</sup> November 2021.