



Project Manager



1. The opportunity

This is an exciting opportunity to be part of an 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 primarily provide data management assistance to the programme and help manage internal technical projects. The position will also provide support to manage the application process and live projects.

2. About the programme

The [European Open Rivers Programme \(ORP\)](#) 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 eight years (2021-29). Grant applications are accepted from any of the 51 countries of Greater Europe via calls for applications throughout the programme's life.

ORP'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'. We work towards this vision by offering three categories of grants, with most funds allocated to making direct impacts by demolishing dams in rivers. The three categories include a) removing dams, b) enabling others to remove dams, and c) helping to enable the European dam removal movement.

As of November 2023, ORP had issued 72 grants, amounting to €5.28 million, and supported 48 organisations in 26 European countries.

3. Our team

The day-to-day operations of the programme are managed by a small team composed of the following positions:

- Executive Director
- Senior Programme Manager
- Grants Manager
- Communications Manager
- Finance Administrator

The Executive Director is overseen by a Supervisory Board of three. The following two groups further support the programme:

- An independent Grant Selection Panel (GSP) reviews applications and makes recommendations on projects that should be supported.
- A Programme Advisory Group (PAG) helps ensure that the programme's strategy is aligned with similar initiatives dedicated to river restoration in Europe.

4. Terms and conditions

Contract type	Consultancy
Start date	As soon as possible
Duration of contract	To 31 st December 2024, with potential to extend
Remuneration range	€275 - €425 per day, depending on experience
Hours of work	Up to 3 days (24 hours) / week
Location	This is a 100% homeworking position with an occasional need for European travel. You will ideally be located in the Netherlands (desirable) or within a European country (mandatory).

5. Job description

Job title	Project Manager
Reports to	Senior Programme Manager
Key relationships	Working closely with other members of the ORP team, applicants, and grantees.
Purpose	To provide data and database management and provide support to strategic technical projects in support of the programme's mission. The position will also provide some support to the grant application process and to live projects.

Main Responsibilities

A. Oversee data management for the programme

General tasks

- Maintain a database of grants managed by the programme.
- Collate, manage, and organise data relating to live grants, the impacts from projects and the programme as a whole.
- Provide software support for databases, and digital tools.
- Monitor the programme's management of data and identify opportunities for continuous improvement and integration between tools.
- Coordinate closely with the Finance Administrator to ensure accurate and up to date record keeping of grant financial data.
- Provide data for external communications materials e.g. reports, newsletters, and presentations.
- Organise and lead training sessions (as required) to orient other members of the ORP team to data management tools employed by the programme.

Management of grant management software

- Manage the programme's Grant Management System (GMS), ensure it is functioning effectively and meets the needs of the programme is up to date.
- Serve as the main point of contact with external technical support. Issue support tickets and drive changes to the system from start to finish.
- Provide GMS support for applicants, grantees, and reviewers in response to queries.
- Implement improvements and corrections to the GMS and associated database tools on a cyclical basis.

B. Provide support to major projects undertaken by the programme, as required.

- Support evidence-based decision making for new strategies undertaken by the programme.
- Provide support to identify hotspots and the roll out of ORP's work to support dam removal projects in ecologically important areas.
- Provide support to project evaluation across all programme areas.
- Provide project management to contractors carrying out external monitoring of ORP projects.

C. Support the programme's grant application process.

- Assist in answering questions from applicants and provide technical support, as required.
- Maintain and synthesise applications and review data prior to and after grant selection meetings.

D. Support the programme's grantees

- Provide technical guidance to grantees and input to the programme's technical due diligence, as required.
- Assist the Senior Programme Manager to review technical progress reports.
- Respond to requests for support submitted via the applications@openrivers.eu and grants@openrivers.eu mailboxes.

E. Provide support to other parts of the programme, as required

- Work with other members of the ORP team to ensure the smooth management of the programme.
- Work with other members of the ORP team to ensure that the programme supports projects that best meet its mission, in particular, projects that have the highest possible ecological impact.
- Occasionally represent the programme externally e.g. at meetings and conferences, as required.
- Participate in and help prepare documentation for team meetings and strategic internal meetings, as required.

6. Person specification

Important

You **must** be set up as self-employed (able to operate as a contractor). All secretariat contractors are expected to work from their own office.

The ideal post-holder will possess the following skills, knowledge, experience, and behavioural qualities:

Skills and interests

- A keen interest in nature restoration, ideally river restoration, and a passion for engaging with others on the topic.
- Excellent project management skills.
- Excellent data management and numerical skills – proficient at using databases.
- Excellent prioritisation and time management skills, with the ability to work to multiple deadlines with a clear focus on delivering outputs.
- Ability to plan and think strategically.
- Good written and verbal communication skills.
- Fluency in written and spoken English.

Knowledge and experience

- An advanced degree or equivalent qualification in nature conservation/restoration, environmental resource or civil engineering, natural resource management, or a related field.
- At least 5 years of work experience working in a related role.
- Technical understanding, ideally of dam removal and river restoration.
- Strong IT skills with a high level of competence in Microsoft Excel, Work and Outlook, and an appreciation of the benefits of using integrated management systems
- Demonstrated experience collaborating with other parties to obtain and synthesise data. Knowledge of ArcGIS and tool of suites preferred.
- Working knowledge of current trends and practices in relevant disciplines in Europe.

Behavioural qualities

- Self-starter, able to work well under their own initiative and 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).
- Be comfortable working from home.
- Build positive personal and organisational relationships.
- Ability to deal with challenges pragmatically.
- Culturally sensitive.
- Team player, demonstrating the ability to seek out and harness the views

and contributions of others.

- Commitment to organisational and legal compliance and responsible management of donor funds.

ORPs values

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

7. How to apply

Applications should be submitted electronically to Christiane Llaca, applications@openrivers.eu

All applications must contain the following:

- A one-page cover letter outlining why you are suitable for this position and how your skills, interests, knowledge, and experience suit this role.
- A full CV outlining your education and work experience.

Please mark your application '**Project Manager application, Open Rivers Programme**' and indicate in your cover letter where you saw the position advertised.

The closing date for applications is **17:00 CET on Friday, 5th January 2024.**

Interviews are likely to take place during the week commencing **15th January 2023.**