



## Job description executive secretary Beyond Plastic Med

### COMPANY

Association Beyond Plastic Med (BeMed)

Faced with the extent of plastic pollution in the Mediterranean, the Prince Albert II of Monaco Foundation approached the Foundations Tara Ocean, Mava, Surfrider Foundation Europe and IUCN to join forces and create the Beyond Plastic Med initiative.

Since 2015, BeMed aims to reduce plastic pollution at source by supporting and networking committed actors in the field, accompanying the implementation of concrete and sustainable solutions and promoting the sharing of knowledge and best practices. Since its inception, BeMed has supported 57 initiatives in 14 countries around the Mediterranean. In 2020, BeMed has created a discussion space for companies operating around the Mediterranean. This space has been materialised in the form of a BeMed Business College which aims at accelerating the prevention of plastic pollution in the Mediterranean.

### JOB TITLE

Executive Secretary Beyond Plastic Med

### DESCRIPTION OF THE MISSION

Under the authority of the Board of Directors, in compliance with the administrative and financial operating rules of the various donors and in accordance with the rules in force, the person sought will carry out the following tasks:

#### Coordination of the BeMed association

- Coordinate discussions on the association's orientations and strategy ;
- Ensure the recruitment (approved by the Board) and management of the association's permanent and temporary staff;
- Supervise financial management, accounting and audits in accordance with established procedures and in conjunction with the Administrative and Financial Assistant ;
- Manage current financial agreements and contracts, in conjunction with the Administrative and Financial Assistant;
- Ensure the steering and monitoring of external services, in conjunction with the administrative and financial assistant;
- Representing the association with institutional partners, operators, suppliers, beneficiaries, public donors and sponsors;
- Organising the meetings of the various decision-making bodies of the association (General Assembly, Board of Directors, Technical Committees).

#### Development of calls for projects and project monitoring

- Supervise the development of calls for projects ;
- Supervising and participating in the appraisal of projects for selection and coordinating the selection committee;
- Supervising the monitoring of the projects supported by BeMed: analysis of the interim and final reports, relationship with the project leaders.

### Coordination of the BeMed Business Club

- Coordinate all the Club's activities;
- Participate in the meetings of the Scientific Committee of the Club ;
- Coordinating the Steering Committee of the Club ;
- Coordinate discussions on the Club's orientations and strategy.

### Organisation of events (Monaco Ocean Week, awareness days, Corporate College events)

- Supervise the organisation of events (reflection on the content, the process);
- Supervise the logistical organisation of events ;
- Coordinate and participate in the animation of events.

### Communication

- Develop communication and visibility activities with the support of other team members;
- Administer the BeMed website in partnership with the company responsible for the development of the site;
- Animating BeMed's social networks in collaboration with the rest of the team.

### Scientific and technical expertise

- Carry out scientific and technical monitoring: identification of problems, innovations, initiatives and partners of interest to BeMed;
- Analysing projects submitted to BeMed: Formulating opinions on projects and applications.

### Representation of BeMed and valuation of shares

- Participate in symposia and meetings organised by partners and institutions ;
- To present and promote BeMed's actions and projects;
- Develop relationships with project leaders, partners and experts;
- Identify opportunities for fundraising and/or financial partnerships in relation to programmes and projects.

Postal service based in Monaco

Full-time permanent contract

From February 2021

### **SEARCH PROFILE**

- Postgraduate diploma (Bac+5) in environment.
- More than 5 years of professional experience, including 3 years in a management position in the activities of a non-governmental or governmental organisation, foundation or association.
- Proven experience in coordinating and managing an association.
- Proven experience in coordination and management of activities related to the private sector.
- Proven experience in coordinating and managing grant mechanisms for biodiversity conservation in an international context.
- Proven managerial experience (of possibly internally recruited staff and/or external service providers).
- Experience in facilitating meetings and public speaking.
- Experience in the development of communication activities including social network animation and administration of a website using Wordpress.
- Fluent English and French, mastery of a <sup>third</sup> language of the Mediterranean basin would be a plus.
- Sensitivity to environmental issues and good knowledge of the context, realities and actors in the Mediterranean.
- Good knowledge of the problems related to plastics and its pollution at sea.
- Mastering the practices of multilateral and bilateral donors.
- Perfect mastery of office automation tools
- Very good writing and speaking skills

Personal qualities: Ability to work in a group and to lead the network in a complex, multidisciplinary and multicultural environment, capacity for initiative, autonomy, ability to listen and negotiate, communication and relational skills, rigour in the financial management of projects, ability to adapt.

#### **REMUNERATION**

According to profile and experience

#### **CONTACT**

Send CV and cover letter to: [candidature@beyondplasticmed.org](mailto:candidature@beyondplasticmed.org) before 15 January 2021.