



Job File Project Manager

THE BEYOND PLASTIC MED (BEMED) ASSOCIATION

Faced with the extent of plastic pollution in the Mediterranean, the Prince Albert II of Monaco Foundation has joined forces with the Tara Océan, Mava, Surfrider Foundation Europe and the IUCN to create the association Beyond Plastic Med. BeMed aims to reduce plastic pollution by supporting and networking committed stakeholders in the field, by helping to implement concrete and sustainable solutions and by promoting the sharing of knowledge and good practices.

Since 2015, BeMed has supported 82 initiatives in 15 countries around the Mediterranean. In order to strengthen the impact of the projects, capitalise on the experience of its network and respond to a demand from the actors involved, BeMed wishes to strengthen collaboration, experience sharing and tools by creating a community of practice bringing together the organisations it supports.

BeMed also works with the private sector through its Business Club, which brings together companies that want to commit to a plastic-free Mediterranean. The Club aims to bring together companies from different sectors and different links in the plastic value chain, to develop dialogue between scientists, companies and NGOs, and to deploy field actions adapted to the various local contexts in the Mediterranean.

RESPONSIBILITIES AND ACTIVITIES

In this context, we are looking for a Project Manager in charge of creating and animating the community of practice formed by the BeMed laureates. The person will also be responsible for promoting BeMed's projects and activities through the association's communication. Activities include:

Animation of a community of practice: Animation of the internal communication of the BeMed community of practice. Ensuring the quality of exchanges (conviviality, cooperation, profitability), and welcoming new members. Relay and circulation of information. Formalizing and ensuring compliance with the network's values and objectives. Ensuring the proper functioning of the network (development of autonomy, sorting, organisation and provision of content).

Project management and coordination: Organisation, preparation, facilitation and follow-up of meetings/workshops to initiate and foster cooperation, mutualisation, exchange of experiences, production of ideas and dissemination of data. Development of project management and community operation tools (retroplanning, budget monitoring, directory, online library etc.).

Content production: targeted research, preparation, writing and consolidation of various technical, institutional and communication documents (e.g. data sheets, benchmarks, annual reports, reviews, newsletters, news, social network content, press releases, etc.). Creation of communication materials (content for web pages and social networks, power point presentations etc.).

Monitoring and analysis: Research and analysis on targeted issues (e.g. alternatives to single-use plastics, measuring the environmental impact of plastics, micro-plastics). Monitoring of plastic pollution issues from a technical, regulatory and societal perspective.

Promotion of the community and activities: Promotion of the activities of the community and the association to the network, partners, funders, general and specialised media and the general public (administration of the website, animation of social networks, participation in events etc.). Development of links with the press and monitoring of the "media" database.

Participation in the functioning of the team: Contribution to the internal activities of BeMed, participation in the life of the team, possibility of representation actions.

Position based in Monaco

One year fixed term contract - possibility of evolution to permanent contract

39 hours per week from Monday to Friday (full time)

Travel to be expected

From 1^{er} August 2022 ideally

RESEARCH PROFILE

Training and knowledge

- Postgraduate degree at Master 2 level in a relevant field related to environmental protection, circular economy, sustainable development or environmental project management.
- Sensitivity to environmental issues and good knowledge of the context, realities and actors of the Mediterranean.
- Strong interest in plastics and ocean issues.

Operational know-how

- Experience in environmental project management (coordination, planning, development *etc.*).
- Professional experience in a position including network/community of practice facilitation.
- Experience in facilitating meetings and public speaking.
- Excellent writing and speaking skills.
- Perfect command of^e French and English, with a good command of a Mediterranean language would be a plus.
- Experience in communications desirable (including social networking and website administration).
- Knowledge and mastery of adobe suite tools (or equivalent) would be a plus.

Professional skills

- Team spirit.
- Relational and communication skills (written and oral).
- Analytical and synthesis skills.
- Organisational skills, precision and rigour.
- Autonomy, initiative and adaptability.

REMUNERATION

2200-2500 € net monthly, depending on profile and experience

Benefits: 13^{ème} months and meal vouchers

CONTACT

Send CV and cover letter to: candidature@beyondplasticmed.org before midnight on 10 July 2022.