

## Project Manager, LIFE AWOM

### Terms of Reference

#### LIFE AWOM project:

The project “Aquatic Warblers on the Move” or [LIFE AWOM](#) is a five-year project funded by the EU’s LIFE Nature Standard Action Programme. It starts in January 2025. The project includes 14 partners in Belgium, France, Spain, Portugal, and Senegal and is coordinated by Wetlands International Europe.

The LIFE AWOM project is the first multi-country LIFE project focusing on the staging and wintering areas of the globally threatened aquatic warbler *Acrocephalus paludicola*. Together with the LIFE4AquaticWarbler project, which focuses on the breeding grounds and was submitted to the 2023 LIFE Nature SAP call, the two projects are the biggest coordinated initiatives so far for the flyway-scale conservation of the species.

The LIFE AWOM project will focus on developing a comprehensive, coherent, and climate-resilient flyway site network for the species, which can serve as an example of systematic site network planning for other species. In 19 Natura 2000 staging sites in Europe and one wintering site in Senegal, the project will demonstrate habitat management and restoration techniques for the Aquatic Warbler and other marshland bird species. These techniques will be relevant not only in the conservation of the Aquatic Warbler, but also in the context of climate change mitigation, adaptation and green infrastructure development. The project aims to ensure that its impact is scaled up beyond its target areas by providing input into the development of the National Restoration Plans, the new prioritised action frameworks and new Common Agricultural Policy programming documents, as well as working actively on sharing its scientific results with other conservation scientists and technical innovations with other site managers and businesses.

#### The overall purpose of the job:

This is an exciting opportunity to coordinate the implementation of the LIFE AWOM project. The PM will be responsible for the overall management of the LIFE AWOM project, together with the Project Coordination Unit (PCU), under the supervision of the Biodiversity Programme Manager. The PCU includes the Financial Controller, the Project Coordinator and the Communications Officer.

The PM will coordinate the consortium and facilitate the overall management in conformity with the Grant Agreement and the Consortium Agreement. These responsibilities include a wide set of tasks related to the project's organisational, administrative, financial and legal management.

#### Responsibilities and tasks:

- Manage the implementation of the project’s work plan according to the Grant Agreement and the Consortium Agreement.
- Communicate and coordinate with the CINEA’s Project Officer and Technical Monitor on project-related contractual documentation, activities, events, issues and mitigations.
- Communicate and coordinate with the project’s consortium on project related contractual documentation, activities, events, issues and mitigations.

- Coordinate the project consortium together with the WP leaders and discuss WP advancements and cooperation in project implementation.
- Develop and implement project management tools (e.g. Quality Assurance and Risk Management Plan, procedures, guidelines, templates, collaborative platform) to coordinate exchanges within the network and facilitate communication between partners.
- Organise and facilitate the various project meetings.
- Act as an intermediary between the project partners and the contracting authority from the European Commission.
- Monitor the project's progress and ensure timely and within-budget delivery of project deliverables.
- Prepare timely and effective technical periodic and final reports to the EC and coordinating contributions from partners.
- Ensure that all legal, contractual, financial and administrative project aspects are properly managed.
- Coordinate the preparation, consolidation and submission of financial reports, working closely with the Financial Controller and partners, within the deadlines defined by the European Commission.
- Work closely with the Biodiversity Team in scoping new funding opportunities.
- Contribute to the development of the Biodiversity Programme.

### **Working relations:**

#### INSIDE Wetlands International Europe:

The PM will work under the supervision of the Biodiversity Manager. He/She will also work closely as part of Wetlands International Europe's team with the Project Coordinator, Communication Officer, and Financial Controller that will support the implementation of the project.

Additionally, the PM will work with other colleagues from the Freshwater, Peatlands and Biodiversity teams to link and find synergies with other projects and integrate LIFE AWOM into the delivery of the organisational strategy.

#### OUTSIDE Wetlands International Europe:

The PM will work closely with LIFE AWOM project partners, stakeholders, and donors. When appropriate, he/she will also update other project consortiums and networks and the members of Wetlands International Europe about the project.

### **Requirements:**

- Master's degree or equivalent in the field of ecology or comparable fields.
- At least 5 years of experience in technical, administrative and financial management of EU-funded projects preferably as part of consortium coordination. Knowledge of the European Commission management rules associated with the LIFE Nature SAP framework programme is advantageous.

- Excellent oral and written communication skills in English (the communication language within the consortium). Working knowledge of French is an asset.
- Excellent writing and communication skills (work plans, technical reports and other acts and management, ordinary correspondence, notes, messages, summary sheets).
- Excellent organisational skills and ability to establish and maintain lasting and constructive formal relationships.
- Good teamwork abilities, particularly in a multicultural and multi-disciplinary context.
- Ability to propose solutions to problems and critical issues that might arise during the project
- Experience with multiple deadlines, planning skills, and ability to prioritise tasks, services, collaborations with partners, compliance with external requirements by funders, organisational rules, etc.
- Able to work independently with minimal supervision, takes ownership of the assigned tasks and brings them forward with a solution-oriented mindset.
- Knowledge on the PM2 methodology of the EC is an advantage.

#### **Other Aspects:**

*This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organisational needs.*

*Wetlands International Europe applies the same terms and conditions of employment as the Wetlands International Global Office.*