



SER Europe is looking for a Chief Operating Officer

APPLY by 10th of April 2023, 17:00 CET

[SER Europe](#) (SERE) is looking for a Chief Operating Officer (COO) to govern our small office and advance the strategic vision of the organization. The COO will guard and steer the activities of SERE permanently while working closely with SERE's Program Officer, the Executive Board, project associates, and active SERE members. The COO will hold a key position in developing a professional organization and will help to advance the field of ecological restoration in Europe significantly.

What is SERE?

SER Europe (SERE) is the European chapter of the Society for Ecological Restoration, the global non-profit organization for ecological restoration. We are a European-wide association, with +480 scientific and practitioner members across Europe and +4500 globally, including restoration research centres and private companies. We operate as a 'network of networks' in collaboration with national restoration organizations across Europe.

Our mission is to foster the exchange of knowledge and expertise among ecological restoration practitioners and scientists from diverse disciplines and backgrounds and to communicate leading-edge tools, technologies, science, and development opportunities.

We actively promote best practices and effective restoration policies, e.g. as a member of the EU Biodiversity Platform. We work to ensure that ecological restoration is recognized and utilized as a fundamental component of global conservation, biodiversity, and sustainable development programs and that respective projects are designed and implemented to provide people with the opportunity to repair ecological damage and improve human well-being. We do this through practical and policy dialogue, networking, training, guidance, quality standards, publications and alike. SER Europe promotes action to assure equal employment opportunities for all qualified individuals regardless of age, race, colour, sex, religion, national origin, disability, or veteran status.

Responsibilities of the Chief Operating Officer

1. Implementation of the SERE's vision outlined in [SERE's Strategic Plan 2021-2027](#).

2. Coordination of the work of SERE and working closely with the SERE team (Program Officer, SERE Executive Committee, Board of Directors, Working Groups), ensuring high-quality output and efficient use of resources within the organization. Among other activities, this task includes the following:

- Establishing an annual SERE teamwork plan with objectives and measurable goals to be approved by the Executive Committee.
- Reporting to the Board of Directors and the Executive Committee on implementing the work plan and major operational issues.
- Assisting in preparing and writing documents for the Chair, Executive Committee and Board of Directors, and other SERE-related documentation.
- Assisting in the organization, contributing to and participating in meetings of the Executive Committee and the Board of Directors.

3. Supervision, coordination and initiation of ongoing and future projects of SER Europe. Exploring opportunities for new projects and preparing grant proposals in collaboration with other teams and SERE members.

4. Supervision and management of SERE budget and financials, and project funding reporting, in collaboration with SERE Treasurer, financial associate, and administrative support.

5. Coordination and facilitation of the networking between SER Europe and SER International, and between SER Europe and affiliated and sister organizations, national restoration organizations and networks, subchapters, and working groups. Promotion of membership.

6. Identification of and engagement in new opportunities and activities related to ecological restoration and developing partnerships and collaborations with relevant stakeholders.

7. Coordination and, in the absence of a Communication Officer, maintenance of the website, mailbox and repository of internal documents, quarterly newsletters and annual reports. Communication with a broader audience regarding SERE's activities and aims.

8. Representation of the organization at relevant events or forums.
9. Staying up-to-date with the latest developments in the field of ecological restoration.

Requirements for the Chief Operating Officer:

1. Master's or Doctoral degree in a relevant field such as environmental sciences, biology, ecology, or restoration ecology.
2. Excellent communication and interpersonal skills and demonstrable experience in that.
3. Strong strategic thinking and analytical skills.
4. Knowledge of both the scientific and policy scene of ecological restoration.
5. Demonstrated experience in planning, managing and implementing projects funded under EU programs (Horizon Europe, LIFE, ERASMUS+, etc.) and other large projects.
6. Demonstrated ability to manage a team and deliver results in a fast-paced environment.
7. Fluency in English is required. Additional languages are a plus.
8. Interest in the non-profit sector and nature.
9. Residency anywhere in the EU. This is a position for remote work, with most team contact and exchange online.
10. It is beneficial to have an experience in a leadership role within the field of ecological restoration.
11. Availability to start in late April 2023 or soon thereafter.

We offer

We offer a competitive salary package and flexible work arrangements. This position will be remote/home office, with occasional travel required for meetings and events.

Conditions of the contract

Detailed conditions will be agreed upon during the discussion with the selected candidate. We offer an employment contract or a service contract with a 1-3 year duration (renewable). Initially, we envision a workload of 80 hours a month (with the possibility to increase during 2023-2024 to be discussed), with a gross annual salary at a range of 25-30 000 EUR. This includes using candidates' work equipment and office space for remote work. Necessary travel expenses will be covered.

How to apply

If you are excited about the opportunity to lead an organization toward a more sustainable future, please submit your CV and short motivational video (which can be recorded with a mobile camera; we will value you and not the video quality) to **info@ser-europe.org** with a subject line COO-2023-YOUR LAST NAME -YOUR NAME.

Videos can be sent via any cloud tool.

You can also send a short letter of motivation instead of a video.

Applications will be accepted up to **10.04.2023, 17:00 CET**.

Response from SERE ExCom will be provided within two weeks after the submission deadline.