



## PROJECT OFFICER SAVE THE MED FOUNDATION

**Location:** Binissalem, Mallorca

**Start Date:** March 2025

**Application deadline:** February 24, 2025

[Save the Med Foundation](#) is a non-profit organisation dedicated to the regeneration of marine ecosystems in the Balearic Islands and the Mediterranean coastline through research, environmental education, participatory governance, and ~~technological~~ innovation, among other initiatives.

We are currently seeking a **Project Officer** to join the *Sa Dragonera Blava* project team, which is dedicated to the regeneration of the Andratx coastline.

The ideal candidate will have experience in participatory processes related to marine and/or terrestrial conservation, as well as project management skills, strong social and communication abilities, and a passion for environmental work. This position offers long-term professional growth opportunities.

### Tasks and responsibilities

#### 1. **Project Management and Monitoring:**

- Assist in the preparation and tracking of budgets, proposals, and technical and financial reports.
- Coordinate activities related to project planning and implementation.

#### 2. **Event organisation:**

- Support the planning, maintenance, and management of participatory forums, technical meetings, and annual project-related events.
- Coordinate and lead workshops aimed at local sectors.

#### 3. **Environmental Outreach and Awareness:**

- Assist in the design, coordination and implementation of educational and environmental outreach activities for various audiences.
- Create content for general and specific outreach materials (leaflets, videos, presentations, etc.)
- Develop content for social media.

#### 4. **Technical Support:**

- Collect, analyse, and present socio-cultural data.
- Assist in measuring the socio-cultural impact of the project.
- Draft technical reports.

#### **Requirements and Skills:**

- Degree in Social Sciences/Anthropology or a scientific background (Biology, Oceanography, Environmental Sciences) with experience in social issues related to nature conservation
- At least two years of work experience in a similar role.
- Understanding of community participation processes/participatory governance.
- Proficiency in data analysis tools, Office suite, etc.
- Strong public communication skills.
- Ability to organise and coordinate events.
- Proactive and team-oriented mindset.
- Advanced proficiency in Catalan, Spanish, and English.
- Valid driver's license and availability for travel.
- Experience in project preparation, development, monitoring, and reporting.

#### **Desirable Qualifications:**

- Training and experience in facilitation.
- Experience in environmental education and outreach.
- Knowledge of Mallorca's biodiversity, ecosystems, and communities.
- Familiarity with protected area management.
- Understanding of the socio-ecological context of Mediterranean coastal communities.
- SCUBA diving experience.

## WHAT WE OFFER

- Permanent employment contract with a three-month probation period.
- Salary range: €24,000 - €26,000 gross per year.
- 40 hours per week, on-site work at our office in Binissalem.

## HOW TO APPLY

Send an email to [info@savethemed.org](mailto:info@savethemed.org) with the subject "**Project Officer Application**", attaching your updated CV and a cover letter explaining your motivation for joining our team and the skills/experience you would bring to the role.

Shortlisted candidates will be contacted for an interview.

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