



## Position description

### Biodiversa+ Operational Manager

- Location:  
Biodiversa+ Secretariat  
Fondation pour la Recherche sur la Biodiversité  
195 rue Saint Jacques  
75005 Paris, France
- Contract type: CDI (permanent contract), full time
- Experience required: minimum 4 years of experience in a similar activity (including at least 2 years of experience in EU project management and team management, preferably in an international/European context)
- Monthly salary: 3122€ (gross)
- Advantages: public transport subscription covered up to 50%, luncheon vouchers, partial teleworking possible (up to three days per week)
- Starting date: as soon as possible

### INSTITUTIONAL SETTING & CONTEXT

Biodiversa+ is the European Partnership for Biodiversity, bringing together 83 partners from ministries and funding organisations in 41 countries (in and outside Europe). With a total budget of 800 million euros over 7 years, it is one of the largest funding programmes for biodiversity in the world. The Partnership is currently restructuring parts of the organisation, and we are now looking for a new Operational Manager to complete the management team.

#### About the Biodiversa+ partnership

Biodiversa+ is a partnership of national and regional ministries and funding agencies, funded by the partners and co-funded by the European Commission (EC) under Horizon Europe (COFUND). Among other things, it contributes to the production and dissemination of knowledge about biodiversity through various activities:

- annual joint calls for research projects
- biodiversity monitoring activities and their harmonization at European level,
- collaboration with other European and international initiatives/ bodies (e.g. Network Nature, IPBES, GBIF, etc.),
- activities to strengthen the links between science, policy and society,

- communication and dissemination activities.

The partnership is run by the partners supported by the Operational Team, which is a distributed secretariat with around 18 staff hosted by partners in France (FRB and ANR), Finland (SYKE), Spain (FECYT), Belgium (BELSPO) and Sweden (SEPA).

More information on Biodiversa+: <http://biodiversa.eu>

#### About FRB (host organisation)

The French Foundation for Research in Biodiversity (FRB) is currently the coordinating entity of Biodiversa+ and hosting large parts of its Operational Team (OT). The FRB was created in 2008 on the initiative of the ministries in charge of research and ecology, and eight public research institutions (BRGM, CIRAD, CNRS, IFREMER, INRAE, IRD, MNHN). They have since been joined by LVMH, Ineris, the University of Montpellier and the French Biodiversity Agency (OFB), bringing the number of founding members to 11.

The Foundation's mission is to support and act with research to increase and transfer knowledge about biodiversity. The FRB is a foundation for scientific cooperation under private law. It operates independently and has about 47 employees.

For more information on FRB: [www.fondationbiodiversite.fr](http://www.fondationbiodiversite.fr)

#### JOB DESCRIPTION

The Biodiversa+ Operational Manager will be based in the European & International Coordination Department at FRB.

#### Main role and duties

S/he oversees the overall management of Biodiversa+, in close cooperation with the 2 other Operational Managers (hosted at FRB and ANR, France) and 3 Co-chairs (from Germany, Sweden and The Netherlands). Each Operational Manager has her/his own area of responsibilities for the Partnership management ('Team development', 'Governance' and 'Administrative and Financial matters/Coordination').

S/he is in charge of the operational management of different work packages, currently covering the topics of Nature based Solutions and Business, Internationalisation, Communication, and Stakeholder engagement).

More information: <https://www.biodiversa.eu/objectives/>

#### *Team management*

- Direct supervision of 5 Officers in the Operational Team (hosted at FRB in France and BELSPO in Belgium)
- Leading the annual reviews of the Officers under her/his supervision, in coordination with their line managers at their host organisation and the Operational Manager in charge of 'Team development')
- Co-leading the organisation and facilitation of Operational Team monthly meetings

- Coordinating the work of the Operational Team through close collaboration with the 2 other Operational Managers and enhancing the synergies across the partnership.

#### *EU project coordination*

- Ensuring the follow-up of workplan implementation for the work packages s/he is in charge of
- Coordinating the preparation of workplans and technical reports in close collaboration within the team of Operational Managers
- Supporting the coordination and preparation of amendments to the Grant Agreement, budgets and reports
- Ensuring the financial management at WP level, in close collaboration with the Administrative and Financial Officers and the Operational Manager in charge of the coordination

#### *Governance*

- Organising Biodiversa+ governance meetings, in person and online, such as General Assembly, Executive Board, monthly meetings with the European Commission, in collaboration with the Operational Managers and with the support of the Executive Assistant
- Organising internal meetings at different levels, in person and online
- Managing the relations with Partners, in close collaboration with the Operational Manager in charge of the coordination

In addition, s/he will be the official contact point between Biodiversa+ and FRB. Therefore, s/he is encouraged to participate in weekly FRB executive committee meetings, and will regularly meet with FRB's Head of EU and International Cooperation Department.

S/he is supervised by the Biodiversa+ Chairs Team and will benefit from co-development with the two other Operational Managers.

### CANDIDATE REQUIREMENTS:

#### Education and work experience

Applicants' education and experience should correspond to one of the following:

- Master's degree in social or political sciences or natural sciences
- Professional experience in the fields of environment or biodiversity and / or science-policy interfacing
- Minimum 4 years of experience in a similar activity, including at least 2 years of experience in project management and team management, preferably in an international/European context
- Experience in budget management

#### Skills and personal qualities

- Strong team management skills, capacity to ensure team cohesion and engagement

- Organisational skills and self-managing (ability to define priorities for oneself and others)
- Team-spirit and ability to work in a multicultural and multi-actor context
- Capacity to evolve in a complex governance system and respect the governance framework
- Multi-tasking
- Strategic thinking and pragmatic at the same time, solution-oriented
- Synthesis, analysis and writing skills
- Good communication skills

### **Language requirements**

- High proficiency in English (reading, writing, speaking). This work position is in English.
- Fluent in French (French working environment at FRB)

### **Other requirements**

- Applicants must be eligible to work in France (support for work permits is not provided). Applications will not be considered if submitted by people non-eligible to work in France.
- This position falls under the French labour law, the official employer being the French Foundation for Research on Biodiversity, on behalf of the Biodiversa+ Partnership.

### **HOW TO APPLY**

Send a CV and a cover letter (in which you indicate your earliest starting date) in English to Bérénice Kimpe [berenice.kimpe@fondationbiodiversite.fr](mailto:berenice.kimpe@fondationbiodiversite.fr) . Applications will be considered on an ongoing basis until 14 March 2025.

### **IMPORTANT**

- Please indicate in subject of your email: Application Biodiversa+ Operational Manager
- Please send one single PDF file with your cover letter first, followed by the CV
- Name of your file: FAMILY NAME\_First name\_OM2025