

Common Wadden Sea Secretariat
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Project Coordinator, Youth Conference

Temporary position, depending on project approval

The Common Wadden Sea Secretariat (CWSS) is the Secretariat of the Trilateral Wadden Sea Cooperation (TWSC: the Danish, Dutch, and German cooperation at government level for the protection of the Wadden Sea) and the coordinating hub for the Wadden Sea World Heritage Site. The Secretariat is located in Wilhelmshaven, Germany. The working language is English.

CWSS is seeking to recruit, depending on project approval, a full-time

Project Coordinator (m/f/d), Youth Conference

for a period of 15 months, from 01 October 2021 to 31 December 2022.

Every fourth year, the environmental ministries of Denmark, Germany, and the Netherlands meet at the Trilateral Governmental Conference to define the direction and priorities for the TWSC. The 14th ministerial conference will take place in December 2022. For the first time a Trilateral Youth Conference will be organised prior to the main Conference to give the young generation a stage to discuss their main concern and ideas in relation to the protection of the Wadden Sea. Thus, the Youth Conference, which will take place in September 2022 in Sankt-Peter-Ording, Germany, will invite young people to look at a wide range of topics related to and prospects for the Wadden Sea, and to formulate their visions for the “Wadden Sea Region as a common heritage”.

The coordinator’s task will be to assist the CWSS in approaching young people in all three Wadden Sea countries in a targeted and timely manner, and to coordinate the Youth Conference on a trilateral and cross-border level. The Project Coordinator shall have a passion for working with and for young people in the context of nature conservation and sustainable development, to encourage their involvement with the Wadden Sea World Heritage Site, while recognising the power, know-how and capacities of young people.

The position is based out of Wilhelmshaven but offers flexible working patterns and remote work possibilities.

Main Responsibilities

The Project Coordinator will work closely with CWSS staff to engage young people, volunteers, and collaboration partners by:

- conducting outreach activities to recruit young people with live experience in the Wadden Sea regions.
- overseeing all preparations for and any work at the event, to make sure it reflects the needs and interests of the youth participants. This will involve all steps from planning and implementation through to the follow-up and evaluation.
- contacting and liaising with partners, networks, and stakeholders.
- organising preparatory meetings and ensuring the adherence to timelines.
- being responsible for event implementation including logistical support for registration, setup, contacts with participants and speakers, arranging translations, etc.
- overseeing the development and maintenance of the conference website/platforms, formatting and uploading of content.
- promoting knowledge exchange and dissemination of information.
- contributing to reports, statistics, and other support activities linked to event.
- providing supplementary support for other trilateral projects by coordinating with and supporting colleagues as needed or requested.
- preparing a summary report at the end of the project.
- completing further tasks as assigned.

Qualifications required

- Proven experience in event management.
- Strong organisational skills and ability to manage multiple priorities at once.
- Strong experience in the use of social media such as Facebook, Instagram, Twitter, and YouTube.
- Experience or proven interest in international cooperation is an asset.
- Experience in the communication of environmental policy and nature protection topics is an asset.
- Proficiency in spoken and written German and English. Knowledge of Danish and/ or Dutch is an asset.

The ideal candidate should also have

- Ability to have authentic and courageous conversations with young people about their experiences, their goals, and their current choices.
- Great interpersonal skills including the ability to influence stakeholders from diverse backgrounds.
- Confidence to represent the trilateral cooperation externally including public speaking as necessary.
- Ability to work well independently and as a member of an international team.
- readiness to respond positively to change and the challenges and opportunities it brings. Must be able to adapt to virtual and remote work arrangements as well as be prepared to travel when travel restrictions are eased.
- Strong desire and ability to communicate and work with young adults.

Salary and allowances

Based on the German Collective agreement for Civil Service Employees (Tarifvertrag für den öffentlichen Dienst, TVöD), depending on qualification and experience comparable up to level 11.

Duration of appointment

This is a temporary position for the duration of 15 months (provided that the project funding is approved).

For further information on the job description, please contact Bettina Oleksik via email oleksik@waddensea-secretariat.org or by phone +49 (0)4421-910817

Please submit your application in English to the Executive Secretary of the Common Wadden Sea Secretariat, Bernard Baerends via application@waddensea-secretariat.org. Please cite “Project Coordinator, Youth Conference” in the subject line.

Interviews are foreseen to take place mid of September 2021.

Deadline for applications: September 1st, 2021.