International Project Manager
Job Description and Person Specification

**Job Title:** International Project Manager (Agroecology)

**Grade and Salary:** £35,000-£40,000 p.a. depending on experience

**Reporting To:** Head of International Programmes

**Location:** Brighton

**Contract:** Permanent

**Hours:** Full Time (35 hours per week)

**Travel Requirements:** The post will involve international travel.

**Closing date & Interviews:** The closing date for applications is **Sunday 22nd March 2020.** Interviews will be held on **Thursday 2nd April 2020.**

---

**PAN-UK**

PAN UK is the only charity in Britain dedicated solely to raising awareness of the problems with pesticides and working for better solutions. It is an independent, non-profit organisation, which works nationally and internationally to eliminate the use of hazardous pesticides and to support the adoption of sustainable alternatives.

PAN UK operates as part of a global network of partner organisations. Its work reaches directly to smallholder farmers as well as national policy makers and global actors, such as UN FAO.

The successful candidate will join the International Team at an important time of growth and opportunity. Global actors, governments, consumers and rural communities are increasingly recognising the negative impacts of pesticide dependent, industrial agriculture on human health, climate and biodiversity. PAN-UK aims to secure increasing policy support for agroecological approaches that support rural communities and protect the environmental resources on which they depend.

**The role**

This new role offers a significant opportunity to lead on varied work that has a positive impact on rural communities and the environment in developing countries. As an International Project Manager you will be expected to take responsibility for developing and managing projects that deliver measurable impact and meet all donor requirements. You will work with other team members and communicate effectively with donors, partners and other stakeholders. You will be expected to develop your own areas of work with a view to continuing and expanding the scope of PAN-UK’s international programme.

PAN UK is increasingly asked to provide practical advice to developing country governments, supply chain standards and food and fibre companies on how to phase out Highly Hazardous Pesticides and replace these with Integrated Pest Management methods for insect pests, diseases and weeds. We are keen to bring a broader, agroecological approach to our work and to link these more closely with aspects of soil health, enhancement of biodiversity and ecosystem services and practices for climate
change adaptation and mitigation. The role will help build more agroecological thinking into our advice and advocacy work and to explore funding options for projects with an explicit agroecological focus.

PAN-UK’s work is evidence-based and academically rigorous. This reputation has taken many years to build and has secured a high degree of respect among partners and donors. It will be important that the new team member is committed to this same professional standard.

The successful candidate will be a valued member of a small and supportive team. The work is varied, challenging and involves international travel. Each member of the team is responsible for their own administration. It is important to be well-organised and flexible.

**Duties**

- Project management and administration, including financial management (supported by the Finance team)
- Project monitoring and reporting, staff and consultant supervision, partner coordination and collaboration.
- Technical assistance to projects to support on-the-ground delivery of project objectives.
- Managing donor relationships
- Delivering high quality donor reports and funding proposals
- Identifying funding opportunities to support continuing projects and to develop new projects
- Representing PAN UK externally at meetings and conferences
- Working within PAN UK’s policies, processes and procedures at all times
- Other duties as may reasonably be requested and commensurate with the post

**Person Specification**

**Essential:**

- Committed to the aims of PAN-UK
- Academic background in sustainable agriculture, agroecology or closely related field of study
- Experience working overseas, particularly in developing countries
- Project development and management experience
- Postgraduate qualification and an additional three years relevant work experience, or at least eight years relevant work experience
- Exceptional communications skills
  - Excellent written communication skills in order to communicate complex technical issues with diverse audiences in a clear, meaningful and effective way
  - Good interpersonal skills. Must relate well to a range of people – farmers, researchers, donors, decision-makers.
  - Public speaking
  - Willingness to organise and deliver training to groups of professionals
- Willingness to travel overseas independently
International Project Manager
Job Description and Person Specification

- Able to work both autonomously and in a team
- Motivated, self-reliant, reliable
- Attention to detail, well organised
- Ability to be flexible, respond positively to change, work effectively under pressure and deal with conflicting priorities
- A positive, ‘can-do’ attitude and the confidence to undertake new tasks.

Desirable:

- Able to demonstrate an interest in broader issues, such as key challenges in global agriculture, climate change, gender, the Chemicals Conventions
- Experience of agroecological methods in practice e.g. in relation to pest, disease or weed management, soil health, sustainable water management
- Experience measuring environmental impacts of farming practices e.g. on pollination deficits, biodiversity, climate resilience
- Experience using participatory methodologies
- Experience delivering training
- Trust/institutional fundraising experience
- Fluency in a second language (French or Spanish are highest priority)
- Experience of undertaking project evaluations

Specific Responsibilities

1. Developing and Managing International Projects
   - Developing projects in collaboration with partner organisations
   - Writing project proposals and budgets, developing project frameworks and monitoring systems
   - Providing technical support to projects promoting organic or agroecological approaches
   - Managing donor reports and administration

2. Providing technical support
   - Supporting the UK team on technical issues
   - Liaising with the Communications Officer to develop content for the website and other external communications
   - Supporting technical consultancies and responses to external enquiries
   - Participating in Working Groups of PAN International, as agreed with the team

3. Desk research
   - Conduct desk research into various subjects, as agreed with the International Team.
   - Articulate findings accurately and appropriately for different audiences.
4. **Other**

- Be an active member of the International Team, attending meetings, helping out other team members as required and feeding into the team’s strategy.
- Engaging with international organisations and networks to further the aims of PAN-UK
- Represent PAN UK externally, ensuring to enhance the organisation’s reputation.
- Work within PAN UK’s policies, processes and procedures at all times.
- Other duties as may reasonably be requested and commensurate with the post.

If you would like to have an informal discussion about the role, please email sheila@pan-uk.org