

## TUI Field to Fork Cyprus Project Manager Job Description

**Salary:** Up to €17,600 per annum subject to skills and experience.

**Hours:** Part-time, 4 days per week, flexible working possibility depending on project's activities.

**Location:** Remote, Cyprus-based.

**Project duration:** 01/08/24 – 31/07/26

The Cyprus Environment Foundation (CEF) aims to protect and enhance the natural beauty, biodiversity and eco-systems of Cyprus by raising funds from people and businesses and supporting local environmental projects. CEF is a branch of the Conservation Collective, a global network of local environmental charities that leverage funding, expertise, and contacts to enable grassroots projects to amplify their environmental impact.

One of CEF's areas of interest is [Regenerative Land Use](#). To promote regenerative agriculture on the island, CEF is partnering up with [KES COLLEGE](#) and the [Christos Stelios Ioannou Foundation](#) during the project 'Field to Fork: Restore our Foods and Soils through Farming,' a project supported by the [TUI Care Foundation](#).

**We are seeking a self-motivated, highly organized individual** with a passion for regenerative farming and sustainable tourism **to manage the project.**

The person needs to be able to work well in a small team, primarily remotely, as well as conduct on site-visits and participate in physical meetings and project events. There is the potential for the role to extend beyond the 2-year duration of the project.

Key activities will include:

- Organize and oversee all project activities.
- Organize and coordinate all project online meetings and physical events.
- Map and contact all project's relevant stakeholders.
- Set-up and update all project communication platforms (website, social media, newsletter etc.)
- Promote the project's activities and results in local and international channels (press, social media, forums, newsletters etc.)
- Overview and ensure timely payment of agreed project expenses.
- Complete activity/impact and financial reports throughout the duration of the project.
- Coordinate quality control evaluation for the project's activities through the completion of testimonials and questionnaires.



The right person for this job will:

- Have excellent organizational and management skills with attention to detail.
- Have experience managing and working in similar projects.
- Have excellent communication skills and be able to coordinate meetings with relevant stakeholders.
- *Preferably* have a background in agroecology, sustainable agriculture and/or other relevant field.
- Have excellent writing skills and be able to write project reports and press releases.
- Be fluent in Greek and English.
- Be able to travel locally for project site-visits, meetings, events etc.
- Be self-motivated, use their initiative and be able to work well remotely.
- Be flexible and adaptive.
- Be creative and a problem solver.
- Be comfortable with using (or learning to use) MS Office suite, Canva, WordPress, Mailchimp and social media platforms.

**Apply by July 12<sup>th</sup>** by sending a CV (not longer than 2 pages) and cover letter to Michaelangelo Pontikis at: [michaelangelo@cyprusenvironment.org](mailto:michaelangelo@cyprusenvironment.org)

