



ALPARC is the Network of all protected areas within the Alpine Convention area, from France to Slovenia.

Its members take part to the actions referring to their needs and interests. Actually, all in all more than 1000 large alpine protected areas are listed. They cover about 28% of the Alpine space (Alpine Convention Perimeter), a part of them with their own administration. About half of these institutions are yet member of the ALPARC association.

This network was created more than 25 years ago in the aim to realise common projects, to initiate exchanges of technics, to evaluate the efficiency of management methods and to organise meetings and professional events about different topics in the spectrum from fauna monitoring to climate change.

The aim of the ALPARC association is to promote the exchange of expertise, techniques and methods among the managers of Alpine protected areas. The association initializes and facilitates realizing common projects among the Alpine protected area and performs their international coordination conforming to the Alpine Convention.

The coordination unit manages the implementation of joint European projects involving protected areas, organises conferences, symposiums, workshops, and meetings and produces publications and other communication products and tools.

Every year it also arranges the meetings of the ALPARC Board, Council and General Assembly. For this, it has a permanent team of multilingual people which is also responsible for contractual particular projects.

The headquarter of ALPARC is in Chambéry (Savoy / F).

www.alparc.org

**ALPARC recruits
a Project assistant**
for its office in Chambéry (France)

I. Job description

The ALPARC team is responsible for managing and coordinating international activities among the Alpine protected areas. It also coordinates or contributes to various major projects within the Alpine Convention and the alpine macroregional strategy such as the setting up of a transalpine ecological network or measures to combat climate change. It develops international projects notably within the framework of European programmes, which aim to promote a sustainable development of Alpine areas and notably in the territories of the protected areas. It carries out communication activities throughout the Alpine protected areas and is heavily involved in environment education projects.

The position will notably focus on collaborating on the two Interreg *Alpine Space Projects LiveAlpsNature and Alpslife*. Additionally, the projects assistant will participate in ALPARCs working programme as well as contribute to other working fields of ALPARC.

The project assistant will be work closely with the director and project leader in:

(The following list is neither exhaustive nor in order of priority)

1. Support for project management activities and the organisation of events and workshops

These tasks include the management of expected deadlines, deliverables, interaction with project partners and project observers from 6 states of the Alpine Region and the preparation and organisation of events linked to projects and their linked administrative tasks.

2. Thematic preparation and research in the field of sustainable park tourism, health tourism, nature related sport and leisure activities and analysis of protected area systems and their evolution

Desk research, partner identification, project elaboration within these topics, writing of articles and contributions to those topics, organisation of work- and exchange meetings.

3. Thematic preparation and research in the field of biodiversity, monitoring and analysis of protected area systems and their evolution

Desk research, partner identification, project elaboration within these topics, writing of articles and contributions to those topics, organisation of work- and exchange meetings.

4. **Preparation and support for the animation/coordination of working groups**
Exchange with the member of ALPARC working groups, their coordination and cooperation with different organisations according to the related topics.
5. **Promotion of the mentioned topics, communication and organisation of know-how exchange**
The project assistant promotes, communicates and organises regular exchange about with the member of the group or project or further relevant institutions and partners.
6. **Support in other working fields of ALPARC**
The project assistant contributes with additional ongoing tasks within the association.

II. Required profile

The manager should hold a higher education diploma at Baccalaureate level and a university degree (Master) in a subject related to the tasks concerned. Technical knowledge of the management of data, GIS, Internet site managing, and office skills are added assets.

At least **2 years** of professional experience in a similar job is required. Practical experience in the field of **international relations** or cooperation at an international level is a plus.

The project assistant must be a native speaker of one of the four official languages of the Alpine Convention (French, Italian, German, and Slovene) and if possible, have a good command of one other Alpine language. In addition, a very good knowledge of written and spoken English is crucial. ALPARC reserves the right to verify language skills by oral or written tests during the hearing.

The project assistant must also be able to work in a team in an international context, be comfortable with IT tools and be able to work **independently**; have good communication skills and a highly meticulous approach to the organisation of their work and to the carrying out of their various, often simultaneous tasks. Travel within the Alps and beyond may be required and should be expected as part of the job assignment.

The candidate must hold a current driving licence.

III. Job conditions

The contract is for a limited 12-month period (CDD) and can be prolonged if the number of projects is stable. Recruitment will be made for a weekly job according to current legal regulations. The place of work is Chambéry/France. Travel in countries of the Alpine Convention or other countries.

Duration of the job contract: 12 months from 1st of October 2024; prolongation wished.

French Employment Law and the Activities Collective Agreement govern the contractual relations between ALPARC and its employees in its Chambéry office.

Please submit your application in **French and in English**:

- **CV in European Europass format together with:**
- **Europass Language Passport (<http://europass.cedefop.eu.int>),**
- **Covering letter in French of no more than one page,**
- **copies of diplomas or proof of professional experience,**

by electronic mail only, before:

29th of July 2024 / 2 PM

to ALPARC at the following address: info@alparc.org and to recrutement@alparc.org

A short-list will be drawn up based on the written applications and two rounds of interviews are held with the applicants.

First online interview will be held on Monday **31st of July 2024**.

Interviews will be held in Chambéry in the week of the **5th of August 2024**.
