

ARC Operations Manager

- Part time (24h/week).
- One year commitment minimum, with possibility of renewal
- Based in Brussels (offices available) under self-employed status or remotely based in France under employee status (remote work)
- Position to be filled as soon as possible.
- Applications open until February 15.

Role and main responsibilities

The role of the operations manager is to enable ARC2020 to efficiently organise internal communication and administrative work for the successful implementation of the association's strategies and work plans.

Core missions

- Coordinating a team of staff, mostly based remotely, including regular check-ins with staff and projects
- Ensuring regular communication between board and staff
- Ensuring the administrative management of the association, including human resources
- Oversight of budget implementation and financial administration while reporting to the treasurer and assistant accountant
- Coordinating fundraising efforts
- Managing timely delivery of reports to funders
- Optimising the association's internal information system

Auxiliary missions

In the medium term, development of the association

- Working with board and staff on a strategy to ensure the long-term sustainability of ARC2020

Skills, Experience and Qualifications

- Good knowledge of the French administrative and financial rules that apply to the nonprofit sector
- Excellent oral and written communication skills in English and French
- Excellent organisational and problem-solving skills, meeting strict deadlines, attention to detail and coordination with an international team
- Strong interpersonal skills, self-organised, self-motivated, result-focused, diplomatic, team player
- Knowledge of sociocratic / flat hierarchy self management structures will be considered an asset
- Post-graduate degree and/or experience in a relevant field (agriculture, food, environment, etc.)
- Strong, demonstrable commitment to ARC's vision
- Strong interest in ARC's work areas

Applications are open until 15 February 2023. Please send your CV and 1 page cover letter to contact@arc2020.eu (subject: Operations manager - your name). Any other relevant document relating to your past professional experience is also welcome.

About ARC2020

ARC2020 – The Agricultural and Rural Convention – was founded in 2010 as a European network of NGOs and individuals working for a profound reform of the Common Agricultural Policy (CAP) and sustainable agriculture. As a political platform of over 150 organisations, ARC drafted and adopted a “Communication from Civil Society to the EU” with a broad range of common demands and suggestions for a paradigm shift towards sustainable farming and food policies.

Since 2016, ARC has been an independent European NGO that has continued through this website to provide news, features and analysis on agri-food and rural policy, with a particular emphasis on agroecology, while also providing insights and analysis on the shifted governance of agricultural and rural policies from the EU level towards renationalisation. ARC initiates and supports common European visions, debates and campaigns for a political and practical turnaround in agriculture and food. The ARC website, social media and regular newsletters offer up-to-date political and scientific analyses and practical experience in times that require civil, political and professional commitment at all levels.

ARC’s topics & fields of action

ARC already covers a wide range of topics in the field of its own analyses, current articles and the organisation of European debates. These include climate, water and soil protection, promotion of agroecological practices and organic farming, biodiversity, phasing out pesticide use and genetic engineering, but also access to land and support for newcomers and small businesses, rural development, and democratisation of agricultural policy and access to food. With the digitisation and expected intensification of agriculture, the risk also rises that more and more small farms will cease to exist and that large investors will determine the direction of agriculture. Critical analysis of these trends is therefore urgently needed.

One difficulty, however, is to communicate this broad spectrum of issues and challenges in such a way that we can reach and animate our wide network of supporters and potential actors and build the necessary pressure for a turnaround in agriculture at national and European level.

ARC’s Mobilisation and coordination work

Only a broad and well-coordinated network of NGOs and activists can take action against the reform standstill in Brussels and against business as usual in the member states. The ARC team intends to work more closely with partners at European and national level. This includes the associations and alliances in Brussels as well as the national ones.

The ARC team and the ARC board are only able to provide a certain level of analyses, articles and publications. Clever and creative coordination and mobilisation of a wide range

of actors, in Brussels and all over Europe, is even more necessary now. This is especially the case with the elaboration of the CAP national strategic plans.