



## Job vacancy IT Operations Officer (32 hours)

Do you want to combine your enthusiasm for operations and IT with supporting large scale nature recovery? Are you looking for a role with a wide range of responsibilities and possibilities to make an impact? If so, we'd love for you to join our dynamic and innovative team at Rewilding Europe!

### About Rewilding Europe

Europe is at the forefront of large-scale nature recovery across 10 (soon to be 15) landscapes across Europe. Our mission is to make Europe a wilder place. We have set ambitious targets for demonstrating large-scale rewilding on the ground. From these showcases, we aim to scale up rewilding all over Europe. With a fantastic and diverse team of experts and passionate colleagues from all over Europe (34 fte in the Central Team and around 100 fte in our Landscape Teams), we are committed to driving the rewilding movement forward for the benefit of nature and people.

### Role

This is a new role in the organisation and a great opportunity for someone with a couple of years of experience looking to make a mark on a growing and professionalising organisation! The job consists of a wide range of activities to support the organisation's operation, includes a strong IT(-support) component and will require you to be hands-on and pragmatic.

### Positioning in the organisation

Reports to the Lead IT & Operations and will work closely with the Office Manager as part of the IT & Operations team. You will each have your own responsibilities and on several topics work together for tasks that are part of Operations as a whole.

### Main responsibilities

- Perform system administration tasks for our applications, like the MS365 suite or our CRM system
- Initiate and execute IT and Operational process improvements in the organisation, i.e.
  - Evaluate the usage of CRM and implement improvements
  - Evaluate the current travel agent and potential replacement
  - Implement a document signing- and management process
- Contract management (preparing, facilitating the signing, archiving, etc.)
- Organize and plan events for internal or external audiences
- Coordinate and execute operational projects

### Key qualifications

- Several years of working experience (3-5 minimum)
- Higher Vocational education (Dutch HBO or equivalent)
- Skills in IT support or application management. This can be through education and/or relevant work experience
- An analytical mindset, experience in leading or executing IT projects is a plus
- Required: Good command of both Dutch and English

### Remuneration

- Rewilding Europe is a professional and dynamic organisation with a friendly working culture. We offer competitive salaries, reflecting your background, expertise, level of experience, and country of residence.
- The position is graded in salary scale 5 with the salary structure of Rewilding Europe ranging from scale 4 to scale 11.
- This position is office-based in our Wild Quarters in Heilig Landstichting, the Netherlands with hybrid working as an option.
- Due to work visa restrictions, applicants must be citizens of a European Union member state/EEA or Swiss or UK citizens, or have the right to live and work in the EU.

### Information and procedure

We invite those interested in this position to submit a motivational letter and CV in pdf before March 17<sup>th</sup>, 2025 at 18.00 CET HR@rewildingeuropa.com. Please include **IT Operations Officer** in the subject line. Any queries regarding this position should also be sent to this email address.

We strive to ensure that our workforce reflects society and the international character of our organisation.