

Project Officer – Full-time/Home-based

Overall purpose of the job

To support mostly the Spanish projects of the Vulture Conservation Foundation (VCF) on administrative tasks, notably on

- 1) administrative procedures related to the organization of international vulture transports, mostly from Spain (35% time)
- 2) organization of training seminars and training events (45% time)
- 3) other administrative procedures (20% time)

Position

Full time 1 year contract, with potential renewal into fix-term contract. Reporting to: VCF Conservation Director

Background

The VCF is the leading organisation on vulture conservation in Europe and is now managing several large-scale projects, including EU-funded LIFE projects, in many different countries in Europe, with many actions and activities in Spain. The VCF is a Dutch foundation with a legal seat in Holland, and branches in Switzerland and Spain. The VCF project portfolio, activities, and ambition have been steadily growing, and so has its team. This job position is meant to strengthen VCF administrative capacities in Spain.

Main duties & responsibilities

1) Organization of international transport of vultures

- Assist the Conservation Director in communication with different authorities and rehabilitation centres in Spain to identify availability of vultures suitable for reintroduction projects.
- Assist in communication and establishing collaboration with private rehabilitation centres.
- Follow administrative procedures related to documents required for international animal transport (CITES and TRACES).
- Provide support in organization of vulture transports.
- Support in communication activities related to vulture transports.

2) Organization of events and administrative aspects related to the Wildlife Crime Academy

- Provide support in organization of events, mostly logistics (travel arrangements for participants, visas requests, accommodation bookings, etc.).
- Support in communication activities related to the events.
- Support in project management.
- Provide administrative support in the preparation of events/ actions/ reports.

3) Administrative tasks

- Provide administrative support to Conservation Director: setting up meetings, writing letters, managing calendars, drafting contracts, managing internal files.
- Implement administrative tasks related to the VCF Spanish office (Communication with the authorities, staff liability and prevention of labour risk insurance and preparation and filing of documents).
- Provide administrative support in preparation of projects and reports.
- Assist the Conservation Director in diverse administrative tasks.
- Support communication activities in Spain. Support other communication initiatives, including revising communication plan, drafting press releases, executing LIFE project deliverables like leaflets and videos, coordinating VCF events, and other related tasks, as needed.
- Manage user registration and account administration for the WordPress-based, membership-restricted knowledge exchange platform, including approval of new users, assignment of role-based permissions, access control and moderation of user interactions in line with organisational policies and data protection requirements.

Education - Skills - Experience required

- Minimum 4 years of relevant work experience, namely administrative work related to the Spanish authorities, particularly environmental agencies and ministries.
- Good knowledge on administrative processes in Spain.
- Experience in organizing events.
- Experience working in a non-profit setting.
- Technical knowledge in using Microsoft Office 365.
- Knowledge of content management systems (CMS), particularly WordPress. Experience managing membership or restricted-access platforms is an asset.
- Fluency in Spanish and English.

- Ability to work in a team, be proactive and have initiative.
- Passion for wildlife conservation issues
- Available to travel within Spain, and 1-2 times a year abroad.

Job Location

Remote/Home-based in Spain, preferably in Extremadura, Andalusia or Madrid.

Salary and benefits

Between 1800 - 2000€/monthly gross, depending on experience. Travel expenses covered by the VCF. 25 days of leave/year.

Start date

As soon as possible, with the beginning in April 2026 at the latest

How to apply

Please send your CV and cover letter, both in English, to recruitment@4vultures.org in one single PDF (please give your name to the pdf file).

Please include in the email subject: Project Officer – [Your Name]

Deadline: Wednesday 18th March 23:59 CET. Applications received after the closing date will be automatically discarded.