

Full Job Description – Project Manager RHEA 2026

Role overview

RHEA (Regenerative Healthcare European Association) is a growing organisation working at the intersection of agriculture, food systems, and healthcare, often building structures where none yet exist.

RHEA is seeking a **Project Manager** who is able to manage multiple workstreams, coordinate with diverse partners, and support projects that are interdisciplinary and still taking shape. We need a communicative, organised, collaborative and motivated person who will actively contribute to RHEA's key initiatives planned for **2026**.

We welcome people motivated to contribute to meaningful advances in this emerging field and who are interested in collaborating on innovative initiatives and processes that help shape the future of **AGRI-HEALTH** in Europe.

Responsibilities

1. White Paper Publication (support role)

- Support the coordination of the project.
- Assist with stakeholder mapping, interviews, and information gathering.
- Support writing, structuring, and organising inputs for the publication.
- Support partnerships and coordination with relevant actors
- Track timelines, inputs, and deliverables in collaboration with project leads.
- This role does not involve leading the publication, but contributing to its delivery together with RHEA's team.

2. European Conference (support role)

- Support the organisation and coordination of the event.
- Assist with event coordination: partnerships, speakers, program, dissemination, and follow-up tasks.
- Support internal coordination and documentation related to the event.
- This role involves contributing to the delivery of the event together with RHEA's team.

3. Cross-cutting coordination

- Manage tasks, timelines, and priorities across multiple projects.
- Maintain clear documentation, meeting notes, and follow-up actions.
- Communicate progress, challenges, and needs clearly with the RHEA team and partners.
- Support the development of simple, functional project management processes.

Profile & requirements

Experience

- Experience in project coordination or project management, ideally in complex and interdisciplinary contexts.
- Experience working with multiple stakeholders and parallel workstreams.
- Experience in agriculture, food systems, research, public health, sustainability, or related fields is an advantage.

Background

- Academic background is open.
- Candidates may come from environmental sciences, nutrition, public health, project management, or related areas.
- A strong interest in science is essential, particularly to perform desktop research and contribute to the publication writing.

Skills

- Strong **communication skills**, with the ability to coordinate and communicate clearly with multiple partners across different backgrounds, including project partners, NGOs, food companies, researchers, conference speakers, organisations, farmers, etc.
- Proven ability to **manage relationships and partnerships**, including maintaining clear communication, aligning expectations, and following up with leads.
- Strong **organisational skills** to work across **multiple projects simultaneously**, managing priorities, deadlines, and working with project management tools.
- **Research and analytical skills**, with the ability to engage with scientific and technical content.
- Strong **writing skills**, particularly for structuring reports, supporting publications, summarising complex information, and coordinating written inputs from multiple contributors.
- Highly desirable **graphic design skills** – preparation of promotional material, reports, presentations, social media content, etc.
- Fluent in English – written and spoken.

Working conditions

- Part-time role to be defined between 2~3 days a week.
- Salary to be defined accordingly.
- 1-year mission.
- Starting date: March 2026.
- Remote, in combination with one or two physical events in Europe.
- EU-based.