

Programme Assistant (m/f/x) - part time

Stellenanbieter: Blue Action Fund

BLUE ACTION FUND is searching for a:

Programme Assistant

- **REPORTS TO:** Executive Director
- **LOCATION:** Berlin
- **SALARY:** Competitive
- **CLOSING DATE:** **2 November 2025**
- **START DATE:** As soon as possible
- **CONTRACT:** Part time position (50-60%), 2 years contract (with the potential of extension, if possible).

ABOUT BLUE ACTION FUND

Blue Action Fund (hereafter 'Blue Action') is a foundation financed with public funding from Germany, Sweden, France, Norway and Ireland as well as the Green Climate Fund that seeks to conserve marine biodiversity for future generations and to improve the lives of local people today. We pursue that mission by making targeted grants to non-governmental organisations (NGOs) active in the Global South. The projects we support work on marine protected areas (MPAs) and their buffer zones, targeting the most sensitive coastal waters of Africa, Latin America and Asia/Pacific, and focus on measurable outcomes in two areas:

- Newly established or better managed MPAs or networks of MPAs that result in conservation of biodiversity;
- Enhanced livelihood conditions and food security.

Our grant-awarding process is based on Calls for Proposals only. Since Blue Action's creation in 2016, we have launched several Calls for Proposals and signed more than 30 grant agreements. Blue Action is looking for a Programme Assistant to support with the administration and management of its growing grant programme.

THE ROLE

This position offers the opportunity to support administration, communication and evaluation of a growing grant programme of marine conservation projects in developing countries within one of the leading organisations funding marine protected areas globally. Based in Berlin, you will pursue independent tasks in close cooperation with Blue Action's Programme Team and Management Board and take over support functions. We envision specific work packages, like coordination of a 10-year-evaluation of our programme, support the production of communication materials and social media outreach but also a wide range of other support

activities, like four-eye checks, documentation, English proof reading and editing of board documents or coordination of team trainings as well as support to filing and knowledge management, such as updating contact databases. Within a small team you will be ready to support any tasks that might need to be addressed.

KEY RESPONSIBILITIES

- Coordinate 10-year evaluation incl. management of consultants, collecting and preparing relevant information.
- Drive and grow social media communications, including Instagram.
- Support grants' communications (e.g. Grant Fact Sheets, Grant reports, filing of photos and videos).
- Create presentations and data visualisations to communicate programme, including for fundraising.
- Proofread and copy edit board memos and other internal and external communication materials.
- Support the implementation of Blue Action Fund's grant programme, e.g. through four-eye checks, proof reading, due diligence checks on potential grantees, requesting annual donation certificates, support to grant managers etc.
- Support Blue Action's programme documentation (databases, knowledge-management, guidelines, contact database and background document libraries).
- Support in administrative and office management if needed or in absence of office manager, including management of Blue Action email accounts (e.g. for grant applications, grievances etc) and coordination of responses.
- Support travel administration, organisations of team trainings and events.
- Any other tasks as requested by the Executive Director and Programme Director.

KEY QUALIFICATIONS

All candidates for the position should bring following:

- Bachelor's degree (minimum requirement) in a relevant discipline, such as social sciences, communication, public administration, law, environmental studies, marine biology, international development, etc.
- At least 3 years of experience in similar field, e.g. communication and/or project administration and management
- Experiences in communications, including writing, proof reading, copy editing as well as use of social media channels
- Strong organisational and project management skills
- Excellent language skills in English (both oral and writing)
- Proficiency with Microsoft Office, Adobe InDesign and Photoshop
- Adaptability to frequently changing project requirements and needs
- A work permit for Germany

In addition, experience or knowledge in the following is of additional value:



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- English native speaker
- Salesforce
- Additional language skills (German, Spanish, Portuguese, French).
- Experience in the field of development cooperation and/or nature conservation, or fundraising

ABOUT YOU

You are an energetic and well organised individual who can work independently and within remote teams. You may come from the NGO, foundation, public administration or private sector, but you should have experience project administration and management, as well as communications. You are comfortable working in a small organisation and understand that this means every day is different. You are very well-rounded and have a passion for learning and doing new things. You are ambitious, creative, helpful, and have a good sense of humour. You are passionate about contributing to conserving the ocean for nature and people. You have written and spoken fluency in English and ideally, at least good knowledge of German.

APPLICATION PROCESS

Expressions of interest should be submitted electronically, in English. Please include in a single pdf document:

- a letter of motivation (not more than one page) indicating your salary expectations and two references,
- curriculum vitae

Please send the entire application to info@blueactionfund.org, indicating in the **subject line** **[Your name] Programme Assistant. Deadline: 2 November 2025.**

We anticipate having first virtual meetings with selected applicants End of November and in-person interviews in Berlin 11 and 12 December with final candidates.

Bewerbungsschluss: 02.11.2025

Einsatzort: 10179 Berlin, Deutschland

Stellenanbieter: Blue Action Fund
Friedrich-Ebert-Anlage 36
60325 Frankfurt am Main, Deutschland

WWW: <https://www.blueactionfund.org/>

E-Mail: info@blueactionfund.org

Online-Bewerbung: info@blueactionfund.org

Sonstiges: subject line: [Your name] Programme Assistant.

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