



Civil Society Partnerships & Project Manager

About Healthy Food Healthy Planet

[Healthy Food Healthy Planet](#) is a movement building organisation focused on transforming food systems in Europe. It convenes and supports civil society partners across Europe to foster more impactful collaboration and catalyse a stronger and more cohesive movement, paving the way towards a just, sustainable and healthy food system.

We are looking for a *Civil Society Partnerships & Project Manager* to help us advance our mission.

Role Purpose

The *Civil Society Partnerships & Project Manager* strengthens HFHP's role as a connector and catalyst within the movement for just, healthy, and sustainable food systems. The role facilitates that HFHP remains deeply connected to civil society dynamics, supports strong collective intelligence mechanisms, and ensures that movement events, pilots and convenings are designed and delivered effectively to advance the shared strategy. It contributes to nurturing HFHP's internal and external coherence by connecting insights across the network, partners, and team — helping ensure that our vision become reality. The *Civil Society Partnerships & Project Manager* will be instrumental in the implementation of our ambitions.

Key Responsibilities

Events & Convening Stewardship

- Planning from A to Z and execution of in-person and online gatherings, acting as a calm, attentive presence to create environments that are safe, organised, and welcoming.
- Ensure logistics run smoothly, anticipate needs, and respond with care and composure in dynamic situations — for attendees, partners, and team members alike.
- Contribute to the creative design and flow of HFHP convenings, ensuring that events reflect HFHP's ethos and learning objectives.

Project Management



- Support the design of Movement Building projects, ensuring participatory approaches and alignment with HFHP's values and strategic priorities
- Manage execution of projects and make adaptive decisions to keep projects on track
- Facilitate working group meetings, steering committees, and partner coordination sessions

Civil Society Engagement & Social Listening

- Build and maintain relationships with civil society organisations, grassroots actors, and allies, helping partners feel connected to the wider movement.
- Contribute to HFHP's *social listening* function by capturing and sharing insights, trends, and opportunities from the field.
- If needed, represent HFHP at strategic convenings and gatherings, ensuring relevant intelligence flows back into collective reflections.

Internal Collaboration & Team Learning

- Contribute to internal team processes that strengthen connection, learning, and flow of information across HFHP's areas of work.
- Support in strengthening knowledge management systems and partner follow-up when relevant.

Skills & Experience

Essential Experience:

- **Project Management:** Minimum 4-6 years of experience independently managing complex, multi-stakeholder projects from co-design through to completion, with proven ability to make adaptive decisions and keep projects on track without supervisory oversight
- **Event Delivery:** Demonstrated experience planning and executing diverse gatherings (both in-person and online) from conception to completion, including logistics coordination, contractors' management, and on-the-ground troubleshooting
- **Facilitation:** Proven track record facilitating working groups, steering committees, or multi-stakeholder meetings, particularly using participatory and inclusive approaches
- **Civil Society Networks:** 3+ years working with or within civil society organisations, grassroots movements, or community-based networks



Core Competencies:

- **Relational Intelligence:** Exceptional relationship-building skills with ability to connect authentically with diverse actors—from grassroots organisers to institutional partners—and help people feel welcomed and valued
- **Calm Under Pressure:** Ability to remain composed, responsive, and solution-oriented in dynamic or high-pressure situations during events or projects
- **Social Listening:** Capacity to capture, synthesise, and process information and insights
- **Adaptive Coordination:** Strong organisational skills with ability to juggle multiple concurrent workstreams, anticipate needs, and pivot when circumstances change
- **Values Alignment:** Demonstrated commitment to collaborative, inclusive, and reflective ways of working; ability to "hold space" with care and awareness

Technical & Operational Skills:

- Project management platforms (e.g., Asana, Trello, Monday.com, Notion)
- Event management tools and registration systems (e.g., Eventbrite, Zoom Events, or similar)
- Microsoft Office/Google Workspace (particularly Sheets/Excel for budget tracking and project planning)
- Online collaboration and meeting platforms (Zoom, Teams, Miro, Mural, etc.)
- Basic knowledge management systems and CRM tools preferred (e.g., Salesforce)

Contextual Knowledge:

- Experience in food systems transformation is welcome but not essential. What matters is your ability to understand the landscape of food movements and demonstrate how your skills from other social, environmental, or civil society work translate to addressing the challenges these movements face
- Interest in participatory methodologies and movement building approaches

Working Style:

- **Autonomy Required:** You will work independently with no administrative support, taking full ownership of project execution, event logistics, partner communication, and follow-up. Strategic scope and priorities will be determined collaboratively with the Co-Executive Directors



- **Self-Directed:** Comfortable working remotely with minimal supervision while maintaining strong communication with the team
- **Detail-Oriented:** Ability to manage intricate logistics while keeping sight of strategic objectives and relational dimensions

Languages:

- Fluency in English (essential)
- Additional European languages (French, Spanish, German, Italian, Polish, etc.) are a strong advantage given HFHP's pan-European scope

The Offer

Employment Terms:

- Full-time position (35 hours per week)
- Fully remote role with flexibility to work from anywhere in the UK or EU.
- Travel required approximately 6 times per year for events, convenings, and partner meetings

Compensation:

Option 1 – UK-based: employment:

- Annual gross salary: ranging between £40,000 to £47,000 for full-time
- UK employment contract with statutory benefits

Option 2 - EU- based:

- As a freelance contractor the retainer will range between €50,000 to €65,000 based on experience
- An employment contract from EU countries may be possible, subject to country-verification

Additional Benefits:

- Equipment/home office allowance
- Flexibility to shape your working hours within the framework of team collaboration
- Training allowance for professional or personal development

Reporting Line:



Healthy Food
Healthy Planet

- Direct reporting to Co-Executive Directors

Please apply by following this link: [Civil Society Partnerships & Project Manager – Fill in form](#)

Application deadline: 06 February 2026 @ 23:45 CET. *Should you encounter any issues please write to info@hfhp.eu*

We will contact only shortlisted candidates.

The process entails 2 rounds of interviews, and a meet-the-team call for the finalist. The first round with the Co-Executive Directors, the second with the co-chairs of HFHP Steering Committee / Kitchen Table.

- Round one: Week of February 16th
- Round two: Week of February 23rd

We encourage authenticity in applications. While we understand AI tools may assist in drafting, we want to hear your genuine voice and experience. Please ensure any application materials reflect your own thinking and are not AI-generated.

Data Protection: By applying, you consent to us processing your personal data for recruitment. We'll retain applications for 6 months and delete them securely thereafter. Contact info@hfhp.eu to access or delete your data. Please find the Data Protection Policy [here](#) and the Privacy Policy [here](#), which together constitute the GDPR policy of The Social Change Nest that fiscally hosts HFHP.