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## EXECUTIVE OFFICER

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### Membership Portfolio

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## ABOUT WORLD URBAN PARKS

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### THE UNITED VOICE AND WORLD ADVOCATE FOR URBAN PARKS – OPENSOURCE & RECREATION

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Welcome to World Urban Parks - the new international organisation representing the vibrant urban parks, open space and recreation sector. At a time when urban growth will see 70 percent of the world's population living in urban areas by 2050, sharing knowledge and providing a collective voice for all people and organisations engaged in green cities, open space, recreation, health and related activity is vital. Together we want to build healthy, liveable and sustainable communities.

*World Urban Parks* champions urban park outcomes for city liveability, place-making, conservation and access, and provides strong membership services by connecting, leveraging and supporting diverse memberships across the international urban parks, open space and recreation community and allied sectors. We are a community wanting to make a better world and who are ready to help each other.

Member benefits:

*Advocacy.* A global voice supporting the value and benefits of parks and the industry *through science and unity*

*Best Practice.* World-class communities, organisations, and professionals recognized for high standards and efficiencies *through congresses, benchmarking, awards and certification*

*Collaboration.* Resolving issues and increasing knowledge and capacity *through diverse networks of colleagues and partnerships.*

## Vision

*A World where people value and have easy access to quality urban parks, open space and recreation*

## Mission

*To promote and support the provision, effective management and use of urban parks, open space and recreation world-wide as an integral contribution to healthy communities connected to the natural world*

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ADDITIONAL INFORMATION MAY BE FOUND  
AT [HTTPS://WWW.WORLDDURBANPARKS.ORG](https://www.worldurbanparks.org)

### POSITION DESCRIPTION

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**Position Title:** Executive Officer, WUP Membership Portfolio

**Hours:** 1 per week

**Role:** To provide secretariat and organisational support to the Portfolio, its Working Parties, and its Network

#### DUTIES:

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- Support the Chair of the Membership Portfolio
- Participate as an active member of the Membership Portfolio (e.g. committee participation)
- Coordinate meetings of the Portfolio and its Working Parties, including scheduling and minutes
- Coordinate other activity of the Portfolio and its Working Parties, including any assigned projects
- Maintain communications and be the contact for Chairs and members of the Portfolio and Working Parties, other relevant WUP committees, and the WUP CEO and Secretariat
- Maintain communications with the Portfolio's network (where formed), including 2-3 newsletter-style updates per year
- Maintain WUP website (worldurbanparks.org) information dedicated to the Portfolio, including minutes and members
- Work closely with the WUP Office
- Contributing to the production of materials presenting WUP studies, programmes and activities.
- Playing an active and constructive role in team meetings.
- Undertaking such other tasks as may reasonably be required.

## PERSON SPECIFICATION

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### **Education**

- Minimum of a university degree.

### **Experience**

- The ideal candidate should have relevant experience in urban parks, green spaces, recreation, environmental and cultural management or local governments and urban affairs and/or experience of working in a local or state government environment (two years minimum).
- Knowledge on the functioning of international networks would be a plus.

### **Skills and understanding**

- A wide ranging interest in the context of international institutions, local governance and urban development, and excellent analytical skills, including the ability to manage research programmes and projects.
- Excellent oral and written communication skills, including the ability to synthesize complex material, making it intelligible to non-experts.
- Good understanding of the main role of regional and local governments in national and international policies and in development cooperation (particularly city-to-city and association-to-association).
- Good understanding of international institutions (UN agencies, EU, etc.) and of their system of programmes and policymaking.
- Excellent organisational and budget management skills, as well as an awareness of constraints and the importance of good management of public funding. Ability to work to tight deadlines and adapt to changing priorities.
- Ability to relate well to a diverse range of people, and to work effectively as part of an international team.
- A reliable, hard-working, well-organised and committed person with a strong sense of duty.
- Analytical and decision-making capacity. Proactive attitude in the workplace.
- Ability to adapt to different working cultures.
- Understanding of and commitment to equal opportunities.
- Perfect fluency and demonstrated drafting ability in English (mother tongue level as a reference). Good fluency in French and/or Spanish is desirable.
- Computer literate.

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## THE BENEFITS

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This is a voluntary role but provides exceptional opportunities to make a difference in the world as well as developing your networks and experience. A unique opportunity to:

- Be mentored by international park leaders
- Be able to shape new ideas and concepts
- Participate in WUP Congresses (free registration provided)

The Executive Officer will be given Full WUP Individual membership for the period that they fulfill the role.

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## PROCEDURE AND SUBMISSION OF CANDIDACIES

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Those candidates meeting the above mentioned requisites can apply for the position by sending a CV and cover letter to [office@worldurbanparks.org](mailto:office@worldurbanparks.org)