

# Regen10 Mediator and Program Manager

**Team:** Practice Group

May 2024

**Reports to:** Regen10 Program Director

**FLSA Status:** Exempt

**Salary Grade:** 21

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## Primary Objective of Position

The Regen10 Mediator and Program Manager is skilled in coalition management and secretariat support and is substantively knowledgeable about food systems and regenerative agriculture in diverse global contexts. This position will support the Regen10 Program Director and Regen10 Secretariat (Meridian's project team) in the execution of the Regen10 grant. The Regen10 Mediator and Program Manager is expected to undertake international travel in support of their duties. This is a 9-month funded position with the potential for renewal as additional grant resources are secured.

The Regen10 Mediator and Program Manager supports the project team in building understanding, guiding collaboration, and driving action to address the world's complex challenges. This position requires experience working in a fast-paced remote global team context. Given team and partner time zones, the working location should be Greenwich Mean Time (GMT) to GMT+8 hours. The United Kingdom, Central Europe, East Africa and Singapore are highly desired.

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization and attention to detail. Working at Meridian requires the ability to excel in a team environment while also juggling multiple deadlines and project teams.

## Essential Areas of Accountability

- **Design process:** Design effective meetings and collaborative processes. Actively support stakeholder engagement and power dynamics in keeping with Meridian's Justice, Equity, Diversity, and Inclusion (JEDI) principles.
- **Facilitate effective meetings:** Facilitate work groups and breakout groups. Support meaningful engagement within complex—and, at times, controversial—discussions and topics using

techniques that integrate interpersonal and group dynamics, as well as issues of power, inclusion, and equity.

- **Draft meeting documentation:** Draft meeting summaries, negotiation texts, and other meeting documentation as part of meeting support and follow up.
- **Manage project teams:** Provide oversight and direction to team members. Delegate responsibilities, create accountability, and provide feedback to encourage growth and development in assigned roles. Coach, mentor, and develop staff, supporting new employee onboarding and performance management.
- **Conduct research and situation assessments:** Conduct scoping activities for projects and meetings. This includes conducting background research, drafting meeting materials, and reaching out to participants.
- **Participate in stakeholder engagement:** Interview or otherwise engage stakeholders, thought leaders and other participants in Meridian processes, including leaders of the private, non-profit, and government sectors.
- **Support project development:** Develop proposals and project budgets for development efforts. Supports the generation of new work through task performance and opportunistic scope expansion and proposal development.

## Knowledge and Skills Required

- At least 5 years of experience in the field of third-party facilitation/mediation, specifically with facilitating work groups and small plenaries, co-facilitate/support larger, more challenging plenaries, resolve conflicts, etc.
- Education and training and/or relevant experience with the principles, practices, and tools associated with collaborative problem solving, such as facilitation, mediation, strategic planning, consensus building, and conflict resolution
- Bachelor's degree in a relevant field of work (e.g., agricultural sciences, environmental sciences, climate science, politics, or sustainable development); advanced college degree or equivalent professional experience preferred
- Substantive knowledge and background (through school or work experience) in agriculture and food systems with experience working on regenerative agriculture
- Excellent written and oral communication skills, including effective communication across an array of audiences, accurate and efficient information synthesis, strong attention to detail, and the ability to ask skillful questions that guide project work
- Demonstrated ability to successfully support collaborative process design and implementation
- Ability to work with people from diverse backgrounds with humility, ease, and enthusiasm
- Demonstrated experience and understanding of a remote working context, with a globally dispersed team and partners
- Fluency in spoken and written English; professional fluency in additional languages is highly valued, particularly Spanish, Portuguese, or French
- Meticulous organizational skills, a high level of initiative, and strong analytical and problem-solving skills

- Passion and curiosity about the issues and areas of Meridian’s work
- Developing project management skills with the ability to manage small projects independently
- A high degree of proficiency with Microsoft 365 tools, including but not limited to: Outlook, Word, Excel, PowerPoint, Teams, OneNote, and SharePoint

**ADDITIONAL REQUIREMENTS**

- Required to attend to business related to projects outside of normal working hours, due to the location and nature of project assignments
- Required to conduct themselves in a courteous and professional manner at all times
- Required to travel internationally dependent upon the project needs

*Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

**Acknowledgement:**

\_\_\_\_\_ (employee)

\_\_\_\_\_ (date)