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## WWF SINGAPORE

### JOB DESCRIPTION

<b>Position title:</b>	Head of Conservation Resource
<b>Supervises:</b>	Manager – Conservation Communications
<b>Reports to:</b>	CEO
<b>Location:</b>	Singapore

#### I. Mission of WWF Singapore:

To ensure a high performing WWF office with efficient operating systems, professional and skilled staff, and strong financial resources. WWF Singapore's focus is on delivering corporate responsibility partnerships, individual/ major donor fundraising and community engagement for WWF's priority conservation activities in Singapore and the rest of WWF's global network.

#### II. Major Functions:

The Head of Conservation Resource will develop and implement conservation related market transformation that will enhance the WWF brand profile and positioning as well as support the Communications / Corporate Engagement / Fundraising teams at WWF Singapore.

#### III. Major Duties and Responsibilities:

- Understand the conservation-related opportunities and threats to Singapore vis-à-vis network conservation priority and advise the WWF – Singapore senior management team.
- Plan and strategize to select suitable conservation programmes that can best support donor / corporate aspirations in the areas of Climate Change, Palm Oil, Pulp, Paper, Timber, Sustainable Seafood, Illegal Wildlife Trade and Species Conservation.
- Work with the Corporate sector on sustainability and market transformation initiatives in at transforming business practices.
- Network and dialogue with the relevant Singapore government agencies on the local and regional issues, as well as sustainability in general.
- Provide key conservation messaging, human interest stories to Fundraising department for donor acquisition and retention campaigns
- Work closely with the conservation and communication teams from country offices of WWF Singapore funded projects.

#### IV. Profile:

##### Required qualifications:

- Master's degree in Environmental Science/Sustainability, Natural Sciences/Engineering, Economics/Business or related field
- Technical proficiency in the field of nature conservation and natural resource management, preferably in the Markets, Forests or Marine sectors.
- Experience of working with and influencing Singapore/Asian business and government
- At least 10 years of professional experience, with a minimum of 3 years in a leadership position, in programme / project planning / implementation
- A good understanding of the WWF network or other organizations in the conservation sector is an advantage

**Required skills and competencies:**

- Ability to think strategically
- In depth knowledge of conservation and environmental sustainability issues, and how business and government functions in the Singapore / Asian context
- Excellent communication skills in both written and spoken English
- Excellent interpersonal skills, including the ability to develop and maintain strong relationships at all levels, within WWF Singapore and with external stakeholders
- High level of competency in analysing and communicating technical information in a simple succinct manner
- Ability to liaise effectively with local communities and governments at different levels
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*.

**V. Working Relationships:**

- Internal- Works closely with the CEO, Manager - Conservation Communications and Director of Communications and with colleagues from the other teams, as well as with WWF International and other WWF offices, in coordinating communication efforts in Singapore.
- External- Interacts with the media, private sector, government institutions, NGOs, and relevant regional organizations

This job description covers the main tasks. Other tasks may assign as necessary according to organisational needs.

Interested applicants can Email a cover letter and CV in English to [hr@wwf.sg](mailto:hr@wwf.sg) with subject line "Head of Conservation Resource."