



JOB DESCRIPTION

Position title:	Conservation Director
Directly reports to:	Representative
Supervises:	Fiji: Programme Manager Great Sea Reef (GSR), Programme Manager Sustainable Seafood, Project Manager Sustainable Seafood. Relationship to Papua New Guinea (PNG) Conservation Manager and Head of Office, Solomon Islands (SI) and their respective teams.
Joint Management Of Global Initiative Shared Position:	Shark Management Strategy Leader
Office:	WWF-Pacific
Location:	Suva, Fiji
Date:	July 2015

I. Background:

WWF has a long established presence in the Pacific region, starting out of Australia in 1990 when the Pacific Programme was initiated in Solomon Islands, PNG, Fiji and later Cook Islands. It moved to Fiji in 1995, where the countries and regional programme oversight was headquartered. The regional programme was split in 2008, into West Melanesia Programme Office (WMPO - PNG & SI) and South Pacific Programme Office (SPPO - Fiji, Cook Islands and Regional Tuna Programme). The 3 country programmes (Fiji, PNG & SI) came together as one Pacific Programme in February 2014, in the network restructure to ramp up its impact.

WWF is legally registered as WWF Pacific. However to the WWF network we are known as WWF Pacific Programme Office (PPO). Internally each programme office is known as Fiji Country Programme, Papua New Guinea (PNG) Country Programme and Solomon Islands (SI) Country Programme .

Following a strong track record of conservation delivery in the last 20 years, WWF has established both credibility and presence to deliver conservation impact at all levels, from local to provincial to national to regional.

WWF Pacific embarks on a new 2016 to 2020 strategic plan. The new strategic plan will outline changes in the way PPO will operate, both in Conservation and Operational aspects.

II. Major Functions:

The Conservation Director provides effective leadership for the delivery of conservation programme outcomes of the WWF-Pacific Conservation Strategic Plan, and to WWF's Global Programme Framework throughout the Pacific region including Fiji, PNG and SI.

Together with the Representative and Country Managers, directs program initiatives on the national and regional level to ensure coherent/ cohesive programme design and delivery.

III. Major Responsibilities:

(A). Senior/Regional Management Team (S/RMT):

- Is a member of the Senior/Regional Management team and provides leadership and contribution to policies, systems and standards that a region wide and country impacts for WWF Pacific growth and advancement
- Maintain an awareness of matters relevant to the R/SMT and ensure that reports and information of interest are brought to the attention of R/SMT members
- Maintain an effective working relationship with all other R/SMT members to ensure that there is effective coordination of all activities in support of organization objectives, and in the Terms of Reference (TOR)
- Provide effective participation at S/RMT meetings

(B). Policy & Advocacy, Fundraising, Partnership Development and Network:

- Assess concept ideas and project proposals for relevance and coherence to Country Programmes and WWF-Pacific Conservation Strategy
- Work with the PSP & Country Managers and programme leads, on the planning, coordination, submission and monitoring of new proposals for funding to WWF Network donors, GAA donors, Foundations and other sources to ensure sufficient funding for WWF Pacific conservation programme from these sources as forecast in the strategy
- Provide programme input in corporate marketing development in the development of new products, proposed for fundraising from Corporate, major donors and individuals to ensure sufficient funding for WWF-Pacific conservation programme from these sources as forecast in the strategy
- Responsible for coordinating the development of position papers and statements and responsible for actively promoting and advocating these advocacy positions
- Lead as spokesperson for the Programme on relevant issues to the press and media, WWF Network, partners and the outside world
- Represent WWF-Pacific at appropriate regional and international (WWF and non WWF) meetings and fora, as approved by the Representative
- Develop and maintain a network of contacts, and actively seek to build strategic alliances with other NGOs, international and national organisations, donors and other potential partners in order to promote and implement the WWF-Pacific Conservation Plan and or country plans
- Work with relevant teams and the Manager Public Sector Partnerships (PSP) to secure funding for the delivery of the Pacific Conservation Plan and country plans consistent with targets in the Plan.
- Support the Representative to create conditions for attracting new funding sources and retaining existing sources to the Conservation Programmes by ensuring donor relations are managed and maintained at productive levels.

(C). Strategy Development and Implementation:

- Lead strategic conservation planning process and facilitate inputs from all relevant staff ensuring a current and relevant WWF-Pacific Conservation Plan.
- Work with the Country Managers and lead the strategic conservation planning process in Fiji, SI and PNG. Work with the CM to facilitate inputs from all relevant staff ensuring a current and relevant WWF Country Programme Conservation Plan.
- Provide leadership and overall direction and coordination for all conservation activities and facilitate and support the delivery of the activities in all country offices
- Oversee reviews and audits and update the conservation strategy for WWF-Pacific and or country programmes.
- Communicate the Fiji Conservation Strategy to all Fiji Country staff and the Pacific Conservation Strategy to all Pacific Programme staff. Work with the Country Managers for PNG and SI on the communication of their Conservation Strategy to their staff.

(D). Overall Management

- Review and approve conservation activity workplan to ensure the attainment of the plans and objectives
- Initiate and provide inputs to communications products/campaigns to ensure accurate information will be published to promote the image of the organisation and its conservation activities
- Provide inputs to the development, review and update of all WWF Pacific systems, policies and procedures
- Ensure the effective cooperation with programme audits, and audit recommendations are implemented in a timely manner upon consensus of S/RMT

(E). People Management and Organisational Development

- Review staffing requirements with the Representative, Country Managers, and HR Manager to maintain conservation function at regional and country programme
- Build a succession planning and develop a talent management plan for all WWF PPO conservation staff, working with the HR Manager
- Involve in the recruitment and selection of regional programme staff and consultants, other regional staff and of positions at lower grades, and key conservation staff at country programmes when required
- Provide orientation and reorientation to staff at regional office to help them understand the conservation programme of the organisation and its activities
- Provide induction, coaching and advice to all conservation staff at regional and key conservation staff at country programmes to ensure that they understand and carry out their responsibilities effectively
- Responsible as direct line manager of Fiji Country Programme Leads by reviewing individual work plan, managing performance, providing coaching and mentoring to ensure that they are appropriately motivated and that staff deliver the performance objectives
- Update Representative and Country Managers on performance of staff under technical supervision
- Work with HR Manager to identify training needs and development opportunities for supervised staff, and provide inputs to the identification of training needs and career developments for conservation staff at country offices
- Recommend to the Representative and Country Managers any changes that might be required to develop and improve the organisation
- Maintain an awareness of staff comments and any complaints to identify any areas that may need development of improvement

(F). Issues Resolution and Crisis Management

- Provide comprehensive advisory and guidance to the Managers managed and staff on all aspects of conservation
- Responsible for risks and crisis management and act as focal person to manage programme related crisis and risks when necessary

(G). Monitoring, Evaluation & Reporting

- Oversee the monitoring and evaluation of WWF-Pacific Conservation Plan, and Fiji Country Conservation Plan. Work with CM in PNG & SI in the oversight of monitoring and evaluation of PNG& SI conservation plans
- Responsible for ensuring quality and timely monitoring and reporting of the WWF-Pacific Conservation Plan against GPF Goals and Objectives and compliance with WWF Network Standards and Key Performance Indicators (KPI) for the programme
- Provide regular programme reports and analysis to the S/RMT to facilitate continuous improvement
- Makes reports to donors as and when required

IV. Requirements

- Master's Degree in natural resource management or an environmental or conservation management, development studies, or in relevant fields.
- Qualifications in Project Management
- Academic training or a degree in business administration or business management is an advantage
- At least 7 years' experience in leading and managing an integrated conservation programme at regional or and national level, 3 years of which should be in the Pacific region. A background in sustainable natural resources management or conservation would be ideal.

Required Skills and Competencies

- Demonstrated ability in development, management and delivery of large-scale programmes, in particular, in effective management of large budgets above FJD2 million, strategic plans and programme team.
- Demonstrated experience in delivering, implementing and evaluating strategic plan using various monitoring systems
- Demonstrated understanding of programme and project best management practice
- Experience in developing and writing related project concepts and proposals to aid agencies, foundations, corporate sectors and other potential individual donors.
- Experience of working and negotiating with donors at all levels. And working with key regional and international institutions.
- Experience of media engagement – well focused and prepared to be identified as one of the public faces of WWF-Pacific regionally and globally Excellent knowledge of the global and or Pacific islands region conservation arena, key players and policy processes
- Demonstrated ability in leading both field and office based teams
- Demonstrated ability to enter into complex policy programme and funding partnerships with a range of stakeholders and actors
- Demonstrated ability in policy advocacy on sustainable resource management or conservation issues at national and preferably at a regional level.
- Excellent communication skills, fluency in both written and spoken English. An understanding of Fijian, Hindi or other Pacific languages would be advantageous but not essential.
- Experience in staff capacity building and mentoring and/or business management would be advantageous.
- Strong commitment to conservation and development issues and ability to cope with varied workloads.
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging.*

V. Working Relationships:

Internal - Engage with and build on existing relationships within the WWF network. In particular work closely with the WWF-Pacific partners in Oceania countries particularly Fiji, Papua New Guinea, New Caledonia, Solomon Islands, New Zealand and Australia. Coordinate with relevant WWF Global Initiative leaders and teams, with regional and international teams, as well as with partner NGOs and their affiliates. Work closely and effectively with the Representative and Senior Management Team, with the conservation programme Managers and their teams.

External - Establish and maintain relationships with relevant government departments, as well as environmental and development oriented Civil Society Organizations (CSOs), as appropriate in Fiji. Responsible for developing and maintaining regular contact with the organisations and platforms listed below, the media, and experts on target issues.

The Conservation Director is the gatekeeper for the 'regional' (institutions, platforms & countries) defined below in consultation with the Representative. The Public Sector Partnership (PSP) Fundraiser is the gatekeeper for the Government Aid Agencies at the regional level and Foundations in consultation with the Conservation Director, and at the Country level in consultation with Country Managers.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

DEFINITION OF REGIONAL IN THIS CONTEXT: *Regional means any other countries in the Pacific Islands region outside of Fiji, SI and PNG, and includes engagement in CROP agencies (Secretariat of the Pacific Community (SPC), South Pacific Regional Environment Programme (SPREP), Fisheries Forum Agency (FFA), South Pacific Tourism Organisation (SPTO), Pacific Islands Forum (PIF), University of the South Pacific (USP); Other regional platforms such as Western Central Pacific Fisheries Commission (WCPFC), Pacific Islands Development Forum (PIDF), Melanesian Spearhead Group (MSG); Other private sector forums such as Pacific Islands Private Sector Organisation (PIPSO), Te Vaka Moana, Party to the Nauru Agreement (PNA) Pacific Island Tuna Industry Association (PITIA) ; regional NGOs such as Conservation International (CI), Birdlife International (BI), Wildlife Conservation Society (WCS), The Nature Conservancy (TNC), Pacific Regional NGO (PRNGO), Pacific Island Association of NGO (PIANGO) Pacific Council of Churches (PCC) and Oxfam.*

Approved by WWF-Pacific Representative: _____

Date: _____

Accepted by Staff member: _____

Date: _____