

Application Pack



**Conservation Programmes Manager  
(Africa Projects)**

World Land Trust is a UK based conservation charity. Registered charity no. 1001291 | Limited company registered in England & Wales no. 2552942 Phone: +44 (0) 1986 874422 Email: [info@worldlandtrust.org](mailto:info@worldlandtrust.org) Website: [Worldlandtrust.org](http://Worldlandtrust.org)  
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## Application Pack

### Conservation Programmes Manager (Africa Projects)

#### Who we are

World Land Trust (WLT) is an international conservation charity that helps to protect the world's most biologically significant and threatened habitats, acre by acre.

As the pioneers of the Buy an Acre approach, we have spent more than 30 years raising funds for local people to secure and protect the land they know best in America, Africa, Asia and beyond. With over 2,400,000 acres protected and over 2,000,000 native trees funded to date, our ambition is now to drive this conservation action at scale – more acres and more species protected in this make-or-break decade for biodiversity and climate.

#### Job Summary

The Conservation Programmes Manager (Africa Projects) will be responsible for ensuring the effective day-to-day running of the Conservation Programmes Department's African projects in liaison with the Senior Conservation Programmes Manager and the Director of Conservation, including developing new conservation opportunities in line with WLT's overall strategic aims. They will manage the planning, implementation, monitoring & evaluation of specific projects, including liaising across the organisation with regards finance, campaigns and publicity.

We are looking for a candidate with four or more years of work experience in the field of biodiversity conservation, ideally with knowledge and experience of international conservation, with a thorough knowledge of associated issues and methods. The ability to build strong working relationships with a wide range of people and organisations from different countries and cultures is essential, as well as being able to work both independently on your own projects and collaboratively as part of a team. You will be an experienced project manager, able to review and oversee grants and project agreements and budgets with a creative approach to finding solutions to challenges and an eye for new opportunities.

**We're happy to talk flexible working, from day one.**

#### Our Values

At World Land Trust we are committed to inclusion and respect to our employees, those who support us, and those whom we support.

WLT will always approach every situation in a **positive** way to find and communicate solutions, operating and communicating with **honesty**, remaining **focused** on our mission, and working in a **supportive** way with our staff, partners and supporters.



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We treat everyone with respect and have particular regard for the 'protected characteristics' under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We have a zero-tolerance policy towards discriminatory language or actions that could create a hostile environment and we do not accept behaviour that amounts to harassment or exclusion of any individual.

## How to Apply

Please log your details and upload your CV and covering letter, which must evidence how you feel your skills and experience meet the requirements of the role detailed in the Job Description and Person Specification below, using the following link (if you are unable to access the link directly, please copy and paste into your browser).

<https://hr.breathehr.com/v/conservation-programmes-manager-21667>

If you have any questions not answered in this application pack, or you are having difficulty uploading your documents, please email [Jobs@worldlandtrust.org](mailto:Jobs@worldlandtrust.org).

**Closing Date 9am on Thursday 17 March 2022**

**Interviews are expected to take place on Tuesday 29 March 2022.**

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### Job Description

#### Conservation Programmes Manager (Africa Projects)

Reporting To: Senior Conservation Programmes Manager

#### Job Purpose

Responsible for ensuring the effective day-to-day running of the Conservation Programmes Department's African projects in liaison with the Senior Conservation Programmes Manager and the Director of Conservation, including developing new conservation opportunities in line with WLT's overall strategic aims. To manage the planning, implementation, monitoring & evaluation of specific projects, including liaising across the organisation with regards finance, campaigns and publicity.

#### Main duties and responsibilities

##### Conservation strategy & programme development

- Contribute to the development of strategic actions and conservation priorities to implement WLT's strategic aims and objectives.
- Assess relevance, benefits and risks of new proposed conservation activities with existing NGO partners in Africa and make recommendations.
- Support the Senior Conservation Programmes Manager, and contribute to, the development of conservation plans and budgets for the Director of Conservation.
- Support the Director of Conservation in, and contribute to, identifying opportunities for diversification of existing land conservation programmes in Africa and support in developing new partnerships.

##### Project management

- Manage the internal conservation project activities of WLT's African projects.
- Oversee the implementation of conservation programmes in Africa, as set by the Senior Conservation Programmes Manager, including liaison with partners, staff and, where appropriate, donors.
- Develop and build close working relationships with overseas NGO partners and coordinate implementation of programme priorities and activities.
- Oversee and ensure timely NGO partner reporting to monitor effectiveness of project implementation and provision of information internally and as required externally.
- Evaluate the outcomes of projects against the measures and indicators agreed during project planning and identify, and implement, improvements to efficiency and effectiveness.

##### Communications & reporting

- Ensure timely flow of conservation project information internally, as required, to help promote conservation programme activities.
- Provide technical and programmatic information support to the Development and Communications department in formulating fundraising and grant proposals.
- Assist, as required, in presenting and communicating with donors, media and general public on relevant conservation programmes and activities.
- Build and maintain positive internal working relationships as a member of the Programmes team and wider organisation in line with Trust Values.

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### Line management and operational

- In accordance with pay level, manage any allocated direct reports in line with Trust Values and policies to ensure that work objectives are achieved and employee development needs and wellbeing are supported.
- Undertake other activities as requested by the Line Manager, commensurate with skills, experience, pay level and role.

*The postholder will be expected to actively engage with, and promote, our workplace Values which are: Focused, Honest, Positive and Supportive.*

## Person Specification

### Formal qualifications

- Educated to a degree or higher degree level in a relevant subject area or have equivalent knowledge and experience from employment history.

### Experience and knowledge

- 4+ years of work experience in the field of biodiversity conservation (essential) and ideally with knowledge and experience of international conservation (desirable).
- Experienced project manager able to review and oversee grants and project agreements and ensure projects are on track and delivering objectives (essential).
- Experienced at reviewing and overseeing project budgets and financial reporting (essential)
- Knowledgeable on issues and methods for biodiversity conservation (essential).
- Experience of working in or with partners in developing countries and ideally in Africa (desirable)
- Experience and/or knowledge of the NGO and charitable sector (desirable).
- Experienced and competent at using Microsoft Office software (Word, Excel, PowerPoint, Outlook, Teams) (essential).

### Abilities and skills

- Adaptable to take advantage of changing circumstances and be creative in finding solutions to challenges and opportunities (essential).
- Self-motivated and demonstrated ability to work independently and collaboratively (essential).
- Ability to work and deliver under pressure and time constraints, while remaining focused on key priorities (essential).
- Organized and proven ability to work to and meet deadlines (essential).
- Culturally sensitive and able to work with a wide range of individuals and organisations from different countries and cultures (essential).
- Able to work supportively and collaboratively as part of small team (essential).
- As a UK based charity, applicants will need an excellent level of written and spoken English to understand and share key learning from technical and scientific conservation papers, assess partner proposal applications, make presentations, and support the team in preparing information for internal advisory bodies and wider stakeholders, where English is the common language (essential).
- Foreign language ability (desirable).
- Passion and interest in biodiversity conservation (essential).

## Terms and Conditions

- Duration of Contract:** Open term contract
- Probationary Period:** Six months
- Salary:** £31,000pa for full-time hours
- Location:** Our contractual place of work is at our offices in Halesworth, Suffolk, however we encourage conversations from the first day of employment around flexible and hybrid working in line with our discretionary Flexible Working Policy.
- Hours of Work:** Our full-time hours are 35 hours per week. Our normal working days are Monday to Friday inclusive and we are open to discussions around preferences for how the hours are worked, dependent on the role requirements and availability within the team, for example part-time hours or full-time hours worked over a 9-day fortnight. Our preference is for working days to include Tuesday to Thursday.
- Notice period:** Two months following successful completion of probationary period.
- Main Benefits:** 33 days' annual holiday entitlement (including Bank Holidays).
- Pension Salary Exchange scheme with an employer's contribution of 5% and minimum employee contribution of 3%. Option to build personal pension funds in the Stewardship Lifestyle Strategy, which has exclusions in relation to animal welfare and environmental concerns, including mining.
- Group Life Assurance scheme, currently set at a benefit of 4 x basic salary.
- Employee Assistance Programme, including access to counselling and a wellbeing helpline.