



Job Description: Programme Manager
Location: Central London
Contract Type: Full-time, Permanent
Reporting to: Director of Strategic Conservation
Salary: £32,000 to £35,000
Start date: 12th November 2018 (could start from 1st November if available)
Applications: Should include a CV and a covering letter describing why you would like the role and how your experience delivers on the role description and requirements. Closing date for Applications: 30th September, 2018

About Synchronicity Earth

Synchronicity Earth is an enterprising environmental conservation charity (registered in England & Wales) with an ambitious vision:

An Earth in which all life is valued, celebrated and flourishing

Our approach is based on a research-driven analysis of threats to the environment and organisations undertaking a range of work to address these threats, protecting and supporting people, species and ecosystems. We specifically act to address overlooked and underfunded conservation challenges for globally threatened species.

Our knowledge-systems are carefully designed to identify the most needed action: we support and fund grass-roots activity, build networks and back international advocacy to address the systemic causes of interconnected social and environmental problems.

We also seek to improve understanding of how environmental degradation is a major factor in many of the problems that philanthropic activity is seeking to impact, such as food systems, water systems, health, poverty alleviation and gender and equality issues. Our aim is to become a trusted source of research and analysis and a trusted partner to coordinate funding and action for many of those interested in protecting the natural world we all rely on.

How does this role fit in with the bigger picture?

Over the past year, we have reconfigured our approach in order to improve our effectiveness at addressing overlooked and underfunded conservation challenges. Specifically, we now focus our work around five programmes:

- Amphibians
- Asian species
- Congo Basin
- Freshwater
- High and Deep Seas



Through these programmes we seek to provide long-term support to conservation partners, and to build their capacity and effectiveness. The **Programme Manager** will join an innovative and growing Research Team based in central London, led by the Director of Strategic Conservation. He/she will work closely with the Director of Strategic Conservation and the Co-Heads of Programmes to deliver effective progress on all five of these programmes. The key elements of the role will be:

- Guiding the growth and development of the Research Team and programmes, alongside senior staff.
- Managing two Conservation Research Analysts.
- Taking part in process and systems development.
- Taking part in the production of reports for senior management and the board.
- Producing written external facing documents and taking part in donor meetings and events that promote our work.

Programmes

Working alongside senior staff to assist in development of the programmes, grantee selection and due diligence, grant management and impact assessment.

- Management and oversight of due diligence process.
- Guide grant-giving and grantee relationships.
- Direct management of certain partner relationships
- Manage and review grantee relationships, paperwork, reporting and evaluation.
- Provide input to SE's impact monitoring processes.
- Guide communications and marketing products for programmes.

Management

- Working with senior staff to agree priorities and deliverables for the Research Team.
- Managing and mentoring two Conservation Research Analysts:
 - Undertaking appraisals and staff reviews.
 - Updating and developing job descriptions and terms of reference.
 - Managing and developing relationships with external contractors as necessary

Process and Systems development

- Oversight of key control and risk-management processes.
- Work alongside senior staff to further develop impact assessment indicators and data capture processes.
- Work closely with the Head of Relationships and Operations and the Head of Communications on project and grant data management and capture to support donor relations work and communications/outreach products

Board reporting and accountability

- Contribute to the preparation of reports for the Senior Management Team and the Board.

Donor relations and events

- Manage/maintain donor relationships including participation in special events.
- Oversee donor reporting, alongside senior staff.
- Produce written reports for donors.
- Participate in and oversight of production of grant proposals by Research Team staff.



Key Skills and Experience

- A degree in a relevant subject, or equivalent experience.
- Conservation experience in developing countries.
- Experience managing staff or volunteers.
- Evidence of good research and analytical skills.
- A minimum of 7-years' experience in direct project or programme implementation including some time spent on management, or management of foundation or charitable funding for environmental conservation.
- Experience in fundraising desirable.
- Evidence of a diversity of conservation interests, including a broad understanding of the different approaches in biodiversity conservation.
- Experience of external facing roles, including engaging audiences in conservation issues, managing donor relationships and writing project or donor reports.
- Good organisational and project management skills with experience of managing a budget to achieve specific deliverables, demonstrating the ability to prioritise work-flows, monitor activities and deliverables and achieve planned objectives.
- Experience of developing operational processes, data-capture processes and risk-monitoring systems.
- Ability to communicate effectively both verbally and in writing.
- A confident proactive attitude and a flexible working approach.
- Energy, enthusiasm and a willingness to learn.
- Passionate about biodiversity conservation and working with small, local organisations.
- Strong team player, with an ability to work well within a close-knit team.