



Programme Officer

Reporting To: Head of Species and Ecosystems, Synchronicity Earth

Contract Type: Full time (consideration will be given to exceptional candidates looking for part-time work), permanent



Synchronicity Earth is an enterprising charity with an ambitious vision: An Earth in which all life is valued, celebrated and flourishing. We act to address overlooked and underfunded conservation challenges for globally threatened species and ecosystems through research-led funding of partners who are working to deliver conservation and biodiversity outcomes. Synchronicity Earth currently funds projects that are categorised in a set of programmes including: Amphibians, Asian Species, Congo Basin, Freshwater, Marine, Flourishing Diversity, Regeneration. We also run a series of engagement activities from convening 'Deeper Thinking' discussions on new ways of thinking about the conservation and biodiversity challenges; to hosting events showcasing the work of our partners to our wide-ranging audiences.

Our funding model is unique. Our in-house team of conservation experts make up the 'Research Team' and they work to build the programmatic portfolios of partners and grantees who are undertaking conservation work in those areas that most critically need support. The Research Team build long-lasting relationships with these organisations and our ambition is to support them to grow and strengthen their capacity over time, to deliver increased impact. Once these partners and initiatives have been identified, we secure funds from external donors who trust our science-led analysis and wish to fund through us.

Our due diligence process on potential partners is rigorous and as part of this we identify both core and programmatic needs, representing these needs as part of the 'fundraising' process. We manage the grant paperwork, as well as work with the partners and grantees to prepare, and deliver, progress and impact reports to the donors.

Synchronicity Earth is growing in number and size of donations received, having doubled income in 2019 and on track to increase income again in 2020. This means we have been able to increase our grant giving and increase the number of partners and grantees we are supporting.



Your role

It is an exciting time to join the organisation. We are growing our donor base, increasing our grant-giving capacity and expanding our programmes. As such, we are recruiting two Programme Officers to the Research Team – which currently consists of four staff – to increase our capacity to undertake sound research, deliver comprehensive support and funding to our grantees and engage and grow our donor base to increase our overall conservation impact.

Specific responsibilities will include the following:

- Build relationships within the conservation sector in the UK and beyond to create alliances in support of our vision and mission.
- Undertake research in focal areas for the Research Team, such as identifying intervention points and opportunities to make a difference in conservation.
- Contribute to communication products to support Synchronicity Earth's decision-making and bolster our fundraising and philanthropic goals.
- Manage grantee relationships, including identifying capacity needs, administering grants, monitoring progress and fulfilling reporting requirements.
- Analyse indicators of success and feed into board papers.
- Update and undertake due diligence.
- Contribute to donor reports.
- Support the team with research and administration as required.
- Database entry into Salesforce.
- Contribute to the development of SE's processes around grant giving and due diligence.

For the right candidate, there will be opportunities to increase your experience and responsibilities and potential career development as the organisation grows.

Skills and experience required

- Bachelor's degree in a relevant subject (e.g. biological sciences, conservation)
- Demonstrable interest in ecology, endangered species and biodiversity.
- Understanding of biodiversity conservation key issues and principles.
- Understanding of community- and rights-based conservation.
- Self-motivation and an aptitude for working for a small and dynamic organisation.
- Strong research and analytical skills.
- Proven ability to produce high-quality written materials.
- Good organisational and project management skills.
- Ability to communicate effectively, both verbally and in writing.
- Confident, proactive attitude with a team-oriented approach.
- Self-motivated, with an ability to work independently and a willingness to learn and adapt.

Desired skills, experience and work behaviours

- Postgraduate qualification in a relevant subject or two or more years work experience in a relevant role.
- Experience of working in the charitable sector.
- Desire to work across a diversity of conservation issues and to undertake a diverse role.
- Experience working or volunteering in Asia, South America and/or Africa.
- A second language.



- Experience handling multiple simultaneous projects and managing a complex workload.
- Ability and enthusiasm to work remotely, self-motivated and with widely dispersed team members.
- Strong problem-solving skills and innovative thinking.
- Familiarity with databases.

Reporting, location and work hours

The position will report to the Head of Species and Ecosystems (based in London, UK) within the Research Team. This position would normally be based in the Synchronicity Earth offices in Central London, but flexibility will be considered for exceptional candidates. At the time of recruitment, Synchronicity Earth staff are working remotely as a consequence of the lockdown measures being in place. This is under constant review and a return to the office is anticipated in line with advice and latest science and health information.

The successful candidate must be already eligible to work in the UK. The role will require infrequent travel in the UK and potentially overseas.

Salary: £25,000 (plus benefits) full-time equivalent (dependent on relevant skills and experience, those seeking a part-time role may be considered).

Timing: Applicants should preferably be available to start work before 1st October 2020

Closing date for applications: 20th August 2020, 5pm

Expected interview Dates: early September

Contact details: Applications should be sent via email and addressed FAO Gemma Goodman (jobs@synchronicityearth.org)

Information required: Applications should include a letter outlining why the applicant has the skills and experience necessary for the role as well as a full CV.

Synchronicity Earth - Our workplace values and culture

We pride ourselves on having an open and inclusive culture within our workplace, from our dog friendly London office to the remote workplace. Our team supports each other and encourages new ideas and creativity to help us develop new projects and reach new audiences with our work. We aim to apply the same dedication to a flourishing diversity of people and wildlife on our planet through our work to our working environment and strive to make our working environment open and inclusive for everyone. You are also welcome to contact us if you have any accessibility requirements regarding the application process or the role itself.