

Post: International Sustainable Wetland Management Officer

Grade:9

Directorate: Conservation

Location: Slimbridge (HQ)

Reporting to: Head of Conservation & Development

Main function of post: To support delivery and facilitate growth of WWT's international portfolio of integrated conservation and development projects. A key focus of the role will be to work with government and NGO partners to develop national sustainable wetland management guidance/policies in priority countries (initially Madagascar and Cambodia) and support the Head of Conservation and Development to develop new projects/programmes aligned to WWT's strategic priorities.

Supervisory responsibilities: Potentially researchers, volunteers and students, as well as assisting with overseeing the work of project/partner field staff

Hours worked: 37 ½ hours per week, Full Time

Working pattern: Monday-Friday with flexibility required during fieldwork

1 year fixed term contract

Main duties of the post

1. To design a process to develop national sustainable wetland management guidance and policy in Madagascar and Cambodia with government and NGO partners, using this to develop a framework for rolling out to other priority countries/regions.
2. To explore key issues and policies related to the sustainable management of wetlands (e.g. fisheries, land tenure) to support and inform WWT's conservation work, including the development of new project proposals.
3. To keep abreast of socio-economic/livelihoods issues and trends, particularly in relation to sustainable wetland management and WWT's geographic priorities, and undertake specific analysis as appropriate.

4. To identify opportunities for wetland health risk assessments, as outlined in the RAMSAR Wetland Disease Manual, to be included in sustainable wetland management guidance and policy.
5. To identify and write up case studies on examples of good/best practice in sustainable wetland management from both current and past WWT projects.
6. To identify and assess the strengths, weaknesses, opportunities and threats within current policy and legislation in relation to sustainable wetland management in Madagascar and Cambodia (and potentially other WWT priorities), as well as the impact of any changes/proposed changes.
7. To contribute technical expertise to wider conservation efforts of the organization, such as under multi-lateral agreements including the Ramsar Convention and East Asian Australasian Flyway Partnership, as well as relations with Defra/DfID in relation to conservation funding & development aid.
8. To support the refinement and redevelopment of organisational policies and positions (e.g. social safeguarding procedures in relation to conservation interventions) as required to ensure the organisation not only complies with legal requirements but also goes beyond and demonstrates best practice in key areas.
9. To represent WWT externally as appropriate, including with partners and other key stakeholders overseas and relevant technical audiences in the UK.
10. To prepare briefings, discussion and other papers as appropriate.
11. To contribute to internal and external reporting needs as required.
12. To deliver, or contribute to the delivery of, internal or external training and support sessions as required.
13. To organize or contribute to the organization of seminars, conferences and other events as required.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, as appropriate for the delivery of project or wider objectives.

Date raised: 7th January 2016

Amended:

Person Specification

1. Qualifications

Essential:

- Bachelors and higher degree in development, community-based conservation, or other relevant environmental science

Desirable:

- Qualification (or demonstrable fluency) in French highly desirable, with other languages beneficial
- Academic background specifically related to wetlands

2. Experience

Essential:

- Experience of international sustainable livelihoods/community-based conservation work in a wetland context
- Working with national-level government staff in a developing country context
- Excellent facilitation skills developed through experience organising workshops and wider project/programme development processes
- Up-to-date knowledge and experience of international sustainable management/livelihoods issues policy/legislation and conventions
- Fieldwork experience, including participatory stakeholder engagement techniques
- Excellent investigative and analytical skills
- Knowledge and experience of wetland ecosystem services and the importance of wetlands in supporting human communities
- Excellent IT skills with good working knowledge of Microsoft Office

Desirable:

- Direct experience working on the development of national guidance and/or policy related to sustainable management of natural resources
- Experience of working in Africa (preferably Madagascar) and East/South-East Asia (preferably Cambodia)
- An appreciation of the need for disease management around wetlands and the links between healthy wetlands and healthy people

3. Managerial & Supervisory

Essential:

- Able to coordinate and ensure the delivery of partners and stakeholders without line management responsibility
- Able to motivate people with diverse skills and experience base
- Supervision of researchers, volunteers and students

| Type of staff | Number managed | Number supervised |
|-----------------------------|----------------|-------------------|
| Employed Staff | 0 | 1-2 |
| Volunteers / Casual Workers | 0-2 | 0-5 |
| Contractors | 0 | 0 |

4. Responsibility

Essential:

- Proven ability to work independently with a high level of competence
- Strong organisational skills to include the ability to organise workload to achieve agreed targets

Levels of Responsibility:

| Type of Responsibility | Level (£'s) |
|---|-------------|
| Expenditure (exc. payroll) | £5,000 |
| Cash Handling | £300 |
| Assets (required for job, exc. buildings) | N/A |
| Visitors (per annum) | N/A |

5. Creative Ability

Essential:

- Ability to interpret and analyse complex information to make well-informed decisions and/or provide relevant, accessible advice or briefings
- Excellent oral and written communication skills and the ability to adjust the style and content of communication according to need
- Diplomatic skills to maintain good working relationships with a diverse range of stakeholders
- Cultural sensitivity and awareness to build good relationships with local partners and stakeholders

6. Contact

Essential:

- Ability to build good working relationships with individuals and organisations and to work effectively as a team member
- Exemplary liaison with national government officials, local and international NGOs, as well as the representatives of local communities
- Excellent networking abilities
- An established network of international contacts, both governmental and non-governmental.

Desirable:

- Established profile/reputation within the sustainable management/livelihoods community

General Notes

This is a full-time position based at our headquarters at Slimbridge, which may from time to time require work during some evenings, weekends and public holidays to meet the needs of the post. It will also require the flexibility associated with a post that involves travel overseas and work with/in developing countries for extensive periods.

This is initially a one year post, with potential for extension, resources permitting.