

Job Description

JOB TITLE: HEAD, DESIGN AND IMPACT UNIT
REPORTS TO: DIRECTOR, BUSINESS AND PROGRAMME SUPPORT
DIVISION: PROGRAMMES

WWF ORGANISATIONAL OBJECTIVES:

WWF-UK's Mission and organisational objectives, as reflected in the Strategic Plan (2008 – 2013), are to safeguard the natural world; tackle climate change; and change the way we live, in order to achieve a One Planet Future where people and nature live in harmony, thriving within their fair share of the planet's natural resources.

The purpose of the Design and Impact (D&I) Unit is to support the whole organisation to take responsibility for integrating and tracking design and impact best practice, which helps programmes deliver greater conservation results. The D&I Unit (consisting of 3 staff posts) is responsible for sharing and tracking use of the Programme Network Standards, working closely with two D&I support groups - a core group and a technical group - as it takes the lead in implementing the D&I Strategy.

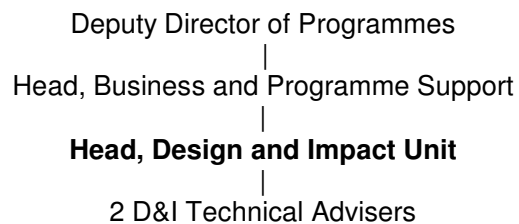
The D&I strategy has four overarching, inter-related aims:

- Improve the define and design of projects and programmes;
- Integrate monitoring and evaluation in and across projects and programmes;
- Support capacity building in all elements of the Programme Network Standards;
- Provide key information on performance, impact and context to help guide strategic planning processes.

JOB PURPOSE:

To lead the implementation of WWF-UK's Design and Impact Strategy, undertake certain key responsibilities within the strategy, and manage the Design and Impact Team and its work programme.

ORGANISATION CHART:



DIMENSIONS:

- Direct line management of 2 D&I Team staff and coordination of any consultants
- Prime responsibility for Expenditure of £100,000+ pa team budget
- Work across the Programmes Division's (140 staff), and the international field programmes with which we work, and colleagues in the WWF Network and elsewhere.
- Make best use of Design and Impact Core and Technical Working Groups (at WWF-UK) to achieve the aims of the strategy and act as a sounding board for D&I issues.

PRINCIPAL ACCOUNTABILITIES:**1 Lead the development and implementation of WWF-UK's Design and Impact Strategy**

A large emphasis of this role is to ensure that the D&I Strategy meets the needs of programmes, and supports the strategic direction of WWF-UK, and results in programmes delivering greater conservation impact. The Head of D&I Unit will be responsible for delivering the overall strategy (and associated work plans).

The D&I Team consists of 3 staff posts, and needs to be supported, deployed and managed to maximise delivery against the D&I Strategy. This will include inter alia giving responsibility to the D&I Technical Advisers for delivering specific outputs of the D&I Strategy. Generating support and buy-in for improved design, monitoring and evaluation across the organisation is an important role of the Head of the D&I Unit.

As well as championing the D&I Strategy, the Head will review progress against the Strategy on a regular basis, and conduct reviews to ensure that the Strategy remains up-to-date and relevant to the strategic direction of WWF-UK, and tracking implementation of WWF-UK's evaluation management responses.

2 Manage the team to ensure the improvement in define and design of high investment, high risk and high impact programmes supported by WWF-UK

Support and, where necessary, direct the team in advising key Programmes staff on design processes that should be applied when developing new programmes (making use of existing WWF Programme Network Standards). This requires working with Programme Managers, Programmes Senior Management Team and Directors as well as the D&I Core and Technical Groups. The post-holder will participate in improvements to the Programme Network Standards where appropriate.

The Head of D&I will provide support to fundraising efforts, providing input to proposals.

3 Manage the team to ensure improvement and integration of monitoring, evaluation and impact assessment in and across WWF-UK's programmes

There are already a number of monitoring and evaluation processes established by WWF, in addition to various M&E requirements of some donor agencies. A good grasp of these various protocols and processes is essential, along with direct experience of programme assessments, so that a coherent set of M&E processes are developed for WWF-UK supported programmes. Good quality monitoring is essential for programme improvement, and assessing whether its investments are creating the necessary change to deliver our objectives. Moreover, through learning from these evaluations future investments can be better delivered. The Head of D&I will support, conduct, and where necessary direct the team in monitoring, evaluation and impact assessment methods and in bringing together management responses and their synthesis.

4 Work with the Head, Organizational development to identify appropriate training and capacity building to improve define, design, monitoring, evaluation and impact assessment

Work with the D&I Technical Group and other key staff in the WWF Network – in particular the WWF International Conservation Strategies and Performance Unit (CSPU) and Global Initiatives Support Unit (GIS) - to assess the capacity needs of Programme Managers and the teams with which they work on projects and programmes. Organise and participate in training and capacity building where necessary and appropriate.

5 Review and maintain oversight of WWF-UK's Programme performance, impact and context, and manage the team to provide key information for strategic planning purposes

The Head of D&I will be responsible for establishing, rolling out, and maintaining a coherent reporting framework, to include Key Performance Indicators and key reports (which currently include a 6-monthly programme performance report and Annual Evaluation Review).

6 Work with Directors and others across WWF-UK to ensure that policies related to D&I issues match organizational needs and values and that these are understood and implemented where appropriate through D&I advice and activities.

The Head of D&I will be responsible for working with units at WWF International and WWF-UK to identify where policies linked to D&I issues (e.g. gender mainstreaming) need updating and/or developing. In addition, this position will help roll out, create an atmosphere and mechanisms for understanding how to apply the policy within the context of design and impact activities.

KEY WORKING RELATIONSHIPS

Internal:

Programmes Senior Management Team, D&I Core and Technical Groups, Programme Managers; Head of Programme Management, Head of Organizational Development; as well as GAA / PPA Managers and Corporate Relations Officer, and other members of the Business and Programme Support Team

External:

Staff from WWF Network offices (in particular US, Netherlands), Conservation Strategies Performance Unit and Global Initiatives Support Unit at WWF International, external partner agencies e.g. WCMC, UNEP, TNC/CI/WCS, IIED, etc, independent technical consultants

WWF-UK'S SUCCESS FACTORS

All employees in the organisation are expected to demonstrate that they fulfil or can develop the skills, knowledge and behaviours that comprise WWF-UK's Success Factors. In summary, these include:

- **Getting the big picture:** doing what is best for the organisation as a whole by thinking and acting in line with WWF-UK and WWF Network strategies.
- **Achieving results:** knowing what must be done and successfully delivering, helping others along the way.
- **Working together:** collaborating across teams, divisions, the WWF Network and with partners for greatest impact.

- **Managing myself:** managing thinking, emotions and communication for personal effectiveness.
- **Managing others:*** guiding and developing individuals to achieve their objectives in line with organisations plans, priorities.

*Only for positions with line management responsibility.

PERSON SPECIFICATION (EXPERIENCE, QUALIFICATION AND SKILLS REQUIRED)

The post-holder needs to have direct experience of project/programme design and management with a good working knowledge of monitoring and evaluation protocols and processes, and be able to build up the Design, Monitoring and Evaluation function in WWF-UK, and the programmes we support.

The post-holder needs to have international experience, either through programme management or M&E work, and be able to work easily as part of an international Network, and be effective in evaluating projects in different countries.

Previous experience of managing a team is highly desirable.

The Head of the D&I Unit needs to have excellent communication, inter-personal and team-working skills to enthuse, engage and interact with a range of players, including Programme Managers, WWF-UK Directors, members of the Programmes Senior Management Team and the WWF Network.

Design

- Degree in environmental or social sciences preferred
- Experienced in both programme design and management
- Good understanding of both place-based and advocacy/policy work

Monitoring / Evaluation

- Experience in carrying out project evaluations
- Experienced in direct implementation of different monitoring and evaluation approaches at a programme and organisational level
- Experience of environment and development projects in developing countries
- Understanding of other relevant global monitoring frameworks

Management

- Excellent management, co-ordination and team working skills
- Proven track record of successful budget management
- Experience of effective leadership and team management
- Excellent communication skills (verbal & written) and proven ability to influence at a number of levels
- Strong interpersonal skills and a good team player
- Completer / finisher able to prioritise and meet tight deadlines
- Ability to manage multiple priorities
- Computer-literate