

Job Description

JOB TITLE:	GAA OFFICER
REPORTS TO:	HEAD OF GOVERNMENT & AID AGENCY (GAA) TEAM
DEPARTMENT:	GOVERNMENT & AID AGENCY (GAA)
DIVISION:	PROGRAMMES

JOB CONTEXT

Public Sector Financing is a major environmental driver-- both for good and for bad. For this reason, WWF actively engages with key government and aid agencies – including development banks - to ensure that the environment stays high on their agendas, both in terms of finance and policy. Through this, at a global level, we not only bring in a large proportion of WWF's overall income (approx. 20%), we also leverage far more for conservation work worldwide. More importantly, we seek to influence these institutions' policies and practice-- for example, by lobbying for environmental safeguards or influencing budget allocation decisions. We also provide support and expertise to governments and those that finance them in large-scale regional planning, thus ensuring that infrastructure being built over the next few decades are as environmentally friendly as possible.

The UK Governments and Aid Agencies (GAA) Team is an important part of our network Public Sector Finance team, working globally to establish strong programmatic and funding relationships with the EC and selected UK government departments. Building the capacity of UK and global staff to articulate the link between WWF-UK's programmes and statutory development agendas is a key part of our role.

This post must be aware of changing political and development environments impacting on available funds to ensure WWF remains responsive. Familiarity with the UN Millennium Development Goals, the Aid Effectiveness debate and the development agenda of a variety of aid agencies (in particular of the EC and UK Government both domestically and internationally) is key.

JOB PURPOSE

The main purpose of this post is to work towards achieving the delivery of the purpose and strategic objectives of the team: The Government and Aid Agencies Team works to support WWF's international and UK programmes in accessing government and aid agency funding, through developing and maintaining funding and programmatic relationships with UK and European GAA donors world-wide; co-ordinating application processes with relevant WWF actors and providing technical support to enhance the capacity across the WWF network in relation to government and aid agency relationships.

KEY AREAS:

Proposal Development

Contract Management

Funding Policy

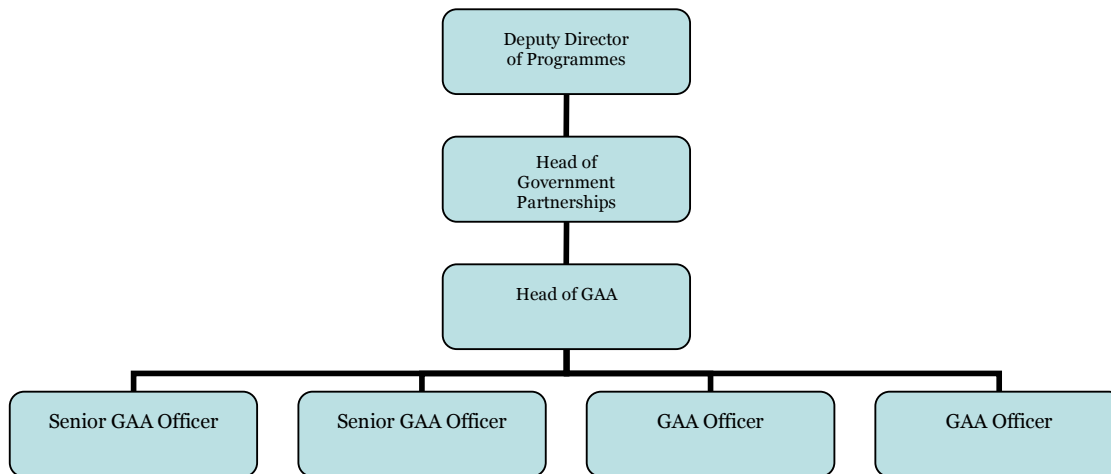
KEY PARAMETERS:

High quality, coherent proposals submitted to targeted multilateral, EC or UK GAA donors, with full participation of UK and field programmes staff

WWF-UK GAA contracts effectively administered, with enhanced levels of training and support from GAA team

WWF-UK effectively influence and improve targeted EC and UK funding policies at UK level, directly and through BOND network

ORGANISATION CHART



DIMENSIONS

This post sits within the GAA team which is part of a broader Government Partnerships Team. The post holder has no direct line management responsibilities.

GAA Officers work alongside Senior GAA Officers to deliver the teams proposal development and contract management responsibilities. These posts have a particular focus on provision of specialist financial advice to enable budget development and ensure effective financial management of contracts with an aim of reducing financial risk to the organisation.

Typically, the team will develop between £8-20m of **proposals** per year, with GAA Officers responsible for development of the budget, updating organisational details and any supporting information. The ability to efficiently co-ordinate complex processes with multi-disciplinary teams at international level and influence senior staff is key to achievement of this.

In addition, GAA Officers assume responsibility for financial aspects of the entire GAA **contract portfolio** throughout the lifecycle – through contract negotiations, inception processes, implementation and close down. GAA Officers provide a gatekeeper function between WWF and our donors. Additionally, they provide a ‘help desk’ function on a diverse range of issues and train and mentor Project Managers - all with an aim of ensuring on time delivery and minimising contractual risk. A high level of experience and contractual know how is required to perform this role competently. Typically officers will advise on up to 10 contracts concurrently, usually with a value of between £1-3m per contract.

Building capacity of other staff on proposal development and contract management is key to the effective delivery of this role, therefore significant experience of training, facilitation, motivating/influencing others and coaching is required.

Finally GAA Officers are responsible for the development and maintenance of all GAA **systems** and for researching and communicating **funding opportunities**.

Key relationships will include senior staff within donor agencies (EC & UK), proposal partners (Universities, NGOs etc) and throughout the WWF Network (in particular Programme Offices, WWF International, WWF European Policy Office and the PSP Network).

PRINCIPAL ACCOUNTABILITIES

Funding Opportunities

- Research and promote funding opportunities, thinking laterally to identify links between global Programmatic work and donor priorities, particularly those that relate to the Millennium Development Goals.
- Maintain a working overview of EC and UK donor interests; relevant global policy processes and underpinning multi-lateral and international agreements /commitments.

Proposal Development (Budgets)

- Designs and manages budget development processes to ensure timely delivery of robust budgets adhering to donor guidelines, taking responsibility for accuracy.
- Effectively coordinates budget development for multiple/concurrent bids with numerous people, working with internal procedures and standards, managing risk and ensuring full engagement of a range of relevant staff (UK and Network) Typically proposals will be multi-country/partner with a value of £1-3m GBP.

Contract management (Financial)

- Oversees financial aspects of designated GAA contracts throughout their lifecycle, ensuring risks are mitigated.
- Design and delivery of inception processes (typically multi country)
- Training key accountable people on financial aspects of contract management and donor requirements.
- Provides formal and informal 'help desk' function and liaise with GAA Donors as required

Systems & Administrative Support

- Maintain systems to support effective functioning of the team (including, but not limited to: GAA Budget, GAA Income, GAA procedures manual, GAA Contacts Database, Applications & Awards records, hard and soft filing systems, PPA records). Responsible for periodic analysis, ensuring accuracy and completeness of data and producing reports as required by Head of Team.
- Provide full support to team as required (eg in relation to proposals; contracting processes; logistical support in relation to GAA workshops, seminars and conferences etc)

Planning & Co-ordination

- Participates in the drawing up of GAA annual, medium and long-term strategic plans and budgets
- Participates in capacity building initiatives (development of training materials, conducting workshops etc) related to financial aspects of proposal development and contract management within WWF-UK and the Network, including development of innovative tools
- Contributes to establishing and maintaining information exchange, communications, liaison/collaboration and lesson learning within WWF-UK to ensure effective working and achievement of GAA Partnerships plans and targets

Key working relationships

- Head of GAA, and other GAA Officer(s)

- Programme Division staff in WWF-UK (including England, Scotland, Wales & NI offices)
- WWF network programmes staff
- Head of Finance, Programmes Accounting Team, Funding Advisory Group, Senior Auditor
- GAA network particularly staff in WWF International and Co-ordination Officer for EC

PERSON SPECIFICATION

ESSENTIAL

- Proven financial literacy, demonstrating the ability to understand and analyse financial information
- Demonstrative experience of developing budgets for statutory sources
- Substantial administration experience (specifically financial administration and/or fundraising administration) and ability to maintain a variety of systems
- Good awareness of the breadth of funding opportunities available through UK Government Departments & EC
- Excellent communication skills (verbal & written) and strong interpersonal skills
- Excellent co-ordination and team working skills
- Ability to work proactively, deal effectively with complexity and to meet tight deadlines
- Computer-literate: including advanced use of MS Excel, Word and Powerpoint
- Willingness to travel

DESIRABLE

- First degree in relevant subject area preferably in environmental or social sciences, natural resources, environmental economics
- Experience of working on Government funded environmental or sustainable development projects
- Experience of developing relationships with government departments and aid agencies
- Understanding of the political dimensions of environment and development, particularly in relation to the Millennium Development Goals
- Good understanding of diverse social, cultural and environmental issues.

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.