

# Job Description

**JOB TITLE:** Forests Programme Manager (Heart of Borneo)

**REPORTS TO:** Head of Forest Programmes

**DIVISION:** Programmes Division

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## Job purpose and context

Develop, coordinate and be responsible for WWF-UK funded Forests programme work in the Heart of Borneo in collaboration with colleagues in WWF UK and across the network.

## Dimensions

The Forests Programme Manager (Heart of Borneo) will be responsible for supporting the global forest targets and milestones for the Heart of Borneo Global Initiative (HOB GI) by taking responsibility for the development and implementation of grant agreements with relevant WWF partners for delivery of work in the field.

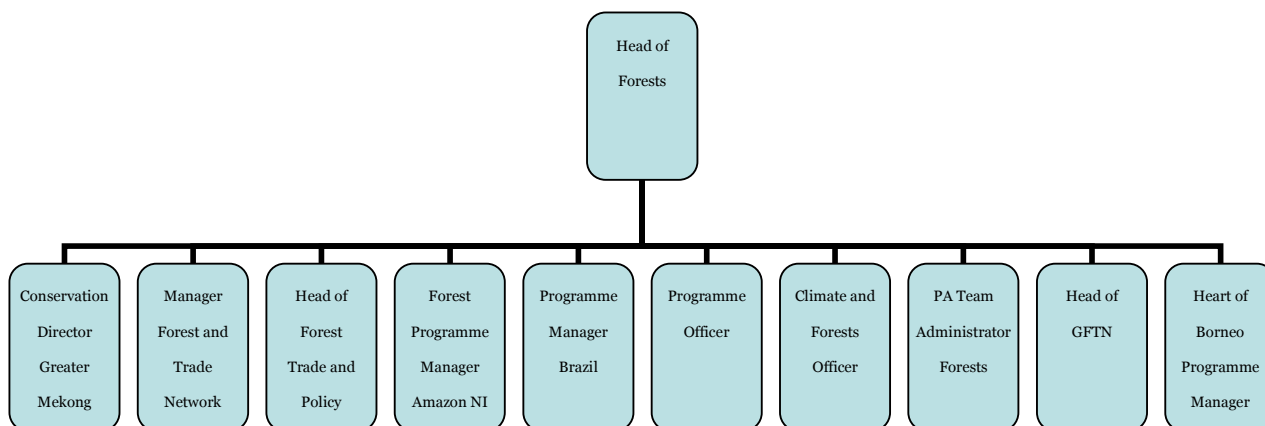
The Forests Programme Manager (HOB) will be responsible for HOB contract management to a value of approximately £0.4 million per annum from a variety of donor sources (corporate, trusts, major donors, unrestricted). This includes the following ongoing projects and programmes (FY12):

- WWF-UK contribution to HOB GI Core Costs (FY12-FY14)
- Brunei conservation programme (funded by Standard Chartered Bank). This project is anticipated to complete in FY12.
- Ulu Segama Reforestation project (M&S). This has a no-cost extension (for maintenance work only, until Jan 2013).
- REDD-Malaysia programme – this phase ends in FY12 but there will be scope for a next phase
- Oliver Hardiment grant – potentially may stretch until FY13 (but we will try and shorten this)

This post has no direct reports.

This post is expected to represent the organisation at external events, with the network and with the media as required, in coordination with the Head of the Forests team.

## Team structure



## Principal accountabilities

- Support the planning of the projects and programmes under this role's responsibilities (to include implementation strategy, timeline, budget, logframe and M&E plan), in collaboration with the HOB NI Leader, WWF-Malaysia, and other relevant partners. This includes WWF-UK staff, in particular working in close coordination and with the technical advice of the Green Economy Support Manager, the Head of Business and Programmes Support, Head of Species, and Corporate Partnerships team.
- Engage with the HOB GI Leader and core team throughout the implementation of the HOB GI in liaison with the Director of Programmes (who represents WWF-UK on the HOB GI Executive Team and the Shareholders Group) and the Head of the One Planet Economy team, ensuring an effective and positive relationship, and offering practical support to the programmes and projects, and also represent these programmes and projects internally in WWF-UK.
- Ensure adequate and sufficient input and expertise is provided by the One Planet Economy team on the 'green economy' approach / strategy adopted by the HOB GI, and that WWF-UK's input to the development and implementation of the HOB GI is informed and supported by WWF-UK's green economy capacity and skills.
- Ensure that relevant links are made between the HOB GI, the Indonesian and Malaysian country programmes and other WWF global priorities, including other forest GIs such as Amazon (Sky Rainforest Rescue), Green Heart of Africa (Congo Basin), Forest Carbon Initiative (FCI), and the Market Transformation Initiative (MTI) network teams.
- Support the Director of Programmes on liaison with the HOB GI Shareholder Group (including pre- and post-SHG meetings/calls).

- Assess the capacity of partners to implement the agreed projects, and ensure capacity is built where this is lacking.
- Develop new programme concepts and proposals for WWF-UK's support to HOB (FY12-FY14 and push them through the approval process in WWF-UK (PSMT, MT, PC, Trustees and Review Team).
- Ensure contract compliance and alert senior managers to any risk factors in the delivery of the work that affects the contract or WWF-UK's partnership with donors.
- Take responsibility for all reporting requirements relating to the HOB, ensuring timely and good quality reporting from the field (6-monthly TPRs) and internally (PPRs for Trustees report and monthly exception reports for the Head of Forests, and any donor-specific reports as required).
- Ensure that monitoring activities take place, as follows: monitor progress on the spend of funds allocated to the programmes and projects ensuring spend is on track; monitor progress of delivery against the agreed work plans to ensure that the Programmes are achieving their objectives; work with programme and project managers to support appropriate adaptive management actions if the programmes or projects are not delivering against objectives, or if there are significant changes to personnel, budgets, the political situation etc. that might compromise programme performance. If necessary raise these concerns with the Head of Forest Programmes and/or the Director of Programmes or their Deputy.
- Ensure multi-year programmes and projects are subject to independent evaluations at the end of a funding period (e.g. FY09-FY11), preferably in conjunction with wider GI evaluations and ensure that lessons learned within the programmes and projects are disseminated to other programmes and projects.
- Work with other teams in Programmes and other Divisions, and in particular with the Government Partnerships team (GAA) and Fundraising Division to identify potential donors and coordinate donor submissions as appropriate.
- Work with the Communications Division to update relevant Heart of Borneo web pages, act as spokesperson for and undertake media work on Forests and Species issues more generally and the Heart of Borneo more specifically, as required, and support sign-off of all Fundraising and Communications materials relating to the Heart of Borneo.

### **Person specification**

- A broad knowledge of forest issues, and familiarity with the design, implementation and monitoring of large, multi-donor forest or related environmental programmes and projects, community participation / livelihood approaches and biodiversity conservation.

- At least five year's experience of working on forest or related environmental issues in either an environmental NGO, the public or private sector or a research organisation.
- Ability to take scientific knowledge and translate it into practical reality.
- Field experience essential.
- Cultural sensitivity and ability to respect and work well with people from different backgrounds.
- Excellent presentation and communication skills (including for media work and campaigning).
- Proven ability to work as part of a team is essential
- The commitment and drive to achieve challenging goals; a problem-solving attitude is essential.
- Fluent spoken and written English
- Must be prepared to spend one month per year in the region<sup>1</sup>

### **WWF-UK's success factors**

All staff 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.

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<sup>1</sup> If this post is to truly add value, the post holder must spend time working with partners in the field. This maintains the WWF-UK visibility, helps establish stronger linkages and can offer specific inputs eg helping the SCB Brunei work with comms; arranging Press trip for the M&S work,; interviewing the recipients of the Oliver Hardiment grant; making links between the HoB team and the Green Economy team in the UK

- **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.