

# Job Description

<b>JOB TITLE:</b>	SENIOR GAA OFFICER
<b>REPORTS TO:</b>	HEAD OF GOVERNMENT & AID AGENCY (GAA) TEAM
<b>DEPARTMENT:</b>	GOVERNMENT & AID AGENCY (GAA)
<b>DIVISION:</b>	PROGRAMMES

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## 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

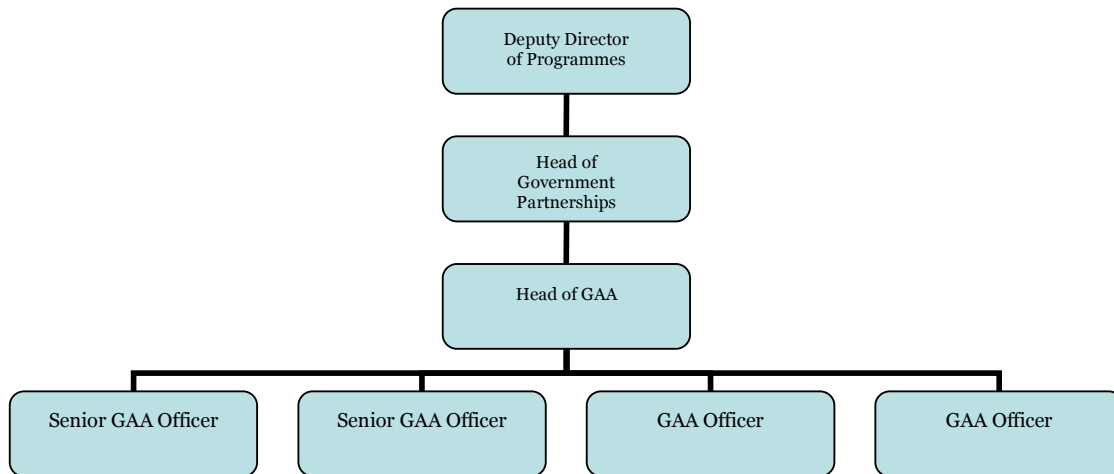
KEY PARAMETERS:

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, however needs to influence others to gain commitment and may be required to commission and manage consultants as required.

Senior GAA Officers each have responsibility for generating approx £3.5-4m of **proposal submissions** per year, maximising our success rate through ensuring best practice and learning is adopted. 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, Senior GAA Officers assume responsibility for pro-actively monitoring and/or managing our GAA **contract portfolio** throughout the lifecycle – through contract negotiations, inception processes, implementation and close down. Senior 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 manage between 2 and 5 contracts concurrently, with a total value of between £3 - 10m dependant upon timeline.

**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.

**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**

- Designs and manages proposal development processes to ensure timely delivery of robust budgets and high quality technical proposals with strong alignment to donor priorities
- Effectively coordinates 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**

- Oversees effective delivery 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 aspects of contract management and donor requirements.
- Provides formal and informal 'help desk' function and liaise with GAA Donors as required

### **Partnerships & Funding Policy**

- Collaborates with other network Public Sector Finance Teams including our European Policy Office (Belgium) and Centre of Development (Switzerland) on shared interests including but not limited to, proposal development co-ordination mechanisms; Network Standards and initiatives to influence the EC
- Represents WWF-UK at British Overseas Network for Development (BOND) EC Funding Group

### **Planning & Co-ordination**

- Participates in the drawing up of GAA annual, medium and long-term strategic plans and budgets
- Contributes to drawing up of GAA fundraising plans with Programmes Division staff
- Participates in capacity building initiatives (development of training materials, conducting workshops etc) related to 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

### **Representation**

- Represents, as appropriate, WWF-UK and makes representations, on behalf of the WWF network, to GAA sources in order to promote WWF's programmes

### **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
- GAA network particularly staff in WWF International and Co-ordination Officer for EC

## PERSON SPECIFICATION

### ESSENTIAL

- Degree in relevant subject area preferably in environmental or social sciences, natural resources, environmental economics
- Substantial experience of developing proposals to statutory sources paired with significant 'know-how' for a variety of budget lines.
- Understanding of the political dimensions of environment and development, particularly in relation to the Millennium Development Goals
- Good awareness of the breadth of funding opportunities available through UK Government Departments & EC
- Excellent communication skills (verbal & written) and strong interpersonal skills
- Able to deal effectively with complexity and meet tight deadlines
- Proven co-ordination and team working skills
- Computer-literate

### DESIRABLE

- Experience of working on Government funded environmental or sustainable development projects
- Experience of developing relationships with government departments and aid agencies

## 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.