WWF-PACIFIC

JOB DESCRIPTION

Position Title: Regional Conservation Director

Department: Regional Management Team

Reports To: Director Pacific with dotted line to Asia-Pacific Conservation Impact Director

Supervises: Senior Policy and Government Affairs, Regional ESSF Manager with dotted lines to Fiji Conservation Director, Terrestrial/Forest & Marine Leads

Relationship with: Country Manager PNG, Country Manager SI

Location: Suva, Fiji

Date: July 2021

I. Background:

WWF has a long established presence in the Pacific region, starting out of Australia in 1990 when the Pacific Programme was initiated in Solomon Islands, PNG, Fiji and later Cook Islands. It moved to Fiji in 1995, where the countries and regional programme oversight was headquarted. The regional programme was split in 2008, into West Melanesia Programme Office (WMPO - PNG & SI) and South Pacific Programme Office (SPPO - Fiji, Cook Islands and Regional Tuna Programme). The 3 country programmes (Fiji, PNG & SI) came together as one Pacific Programme in February 2014, in the network restructure to ramp up its impact.

WWF is legally registered as WWF Pacific. However to the WWF network we are known as WWF Pacific Programme Office (PPO). Internally each programme office is known as Fiji Country Programme, Papua New Guinea (PNG) Country Programme and Solomon Islands (SI) Country Programme. Following a strong track record of conservation delivery in the last 20 years, WWF has established both credibility and presence to deliver conservation impact at all levels, from local to provincial to national to regional.

WWF Pacific embarks on a new 2021 to 2025 strategic plan. The new strategic plan will outline changes in the way PPO will operate, both in Conservation and Operational aspects.

II. Major Functions:

The Regional Conservation Director provides effective leadership for the delivery of conservation programme outcomes of the WWF-Pacific Conservation Strategic Plan, and to WWF’s Global Programme Framework throughout the Pacific region including Fiji, PNG and SI.

Together with the Director Pacific and Country Managers, directs conservation program initiatives on the national and regional level to ensure coherent/cohesive programme design and delivery.
III. Major Responsibilities:

(A). Regional Management Team (RMT):

- Is a member of the Regional Management team and provides leadership and contribution to policies, systems and standards that a region wide and country impacts for WWF Pacific growth and advancement
- Maintain an awareness of matters relevant to the RMT and ensure that reports and information of interest are brought to the attention of RMT members
- Maintain an effective working relationship with all other RMT members to ensure that there is effective coordination of all activities in support of organization objectives, and in the Terms of Reference (TOR)
- Provide effective participation at RMT meetings

(B). Policy & Advocacy, Fundraising, Partnership Development and Network:

- Assess concept ideas and project proposals for relevance and coherence to Country Programmes and WWF-Pacific Conservation Strategy.
- Work with the Development & Donor Manager, Country Managers and Conservation Country leads, on the planning, coordination, submission and monitoring of new proposals for funding to WWF Network donors, GAA donors, Foundations and other sources to ensure sufficient funding for WWF Pacific conservation programme from these sources as forecast in the strategy.
- Provide programme input in corporate marketing development in the development of new products, proposed for fundraising from Corporate, major donors and individuals to ensure sufficient funding for WWF-Pacific conservation programme (Fiji, PNG & SI) from these sources as forecast in the strategy.
- Support the Senior Policy and Government Affairs Manager in coordinating the development of position papers and statements and in actively promoting and advocating these advocacy positions
- Lead as spokesperson for the Pacific Programme on relevant issues to the press and media, WWF Network, partners and global arena.
- Represent WWF-Pacific at appropriate regional and international (WWF and non WWF) meetings and fora, as approved by the Director Pacific.
- Develop and maintain a network of contacts, and actively seek to build strategic alliances with other NGOs, international and national organisations, donors and other potential partners in order to promote and implement the WWF-Pacific Conservation Plan and/or country plans.
- Work with relevant country teams and the Development & Donor Manager to secure funding for the delivery of the Pacific Conservation Plan and country plans (Fiji, PNG & SI) consistent with targets in the Plan.
- Support the Director Pacific and the Development & Donor Manager to create conditions for attracting new funding sources and retaining existing sources to the Conservation Programmes by ensuring donor relations are managed and maintained at productive levels.

(C). Strategy Development and Implementation:

- Lead strategic conservation planning process and facilitate inputs from all relevant staff ensuring a current and relevant WWF-Pacific Conservation Plan.
- Work with the Conservation Managers and Country Managers to lead the strategic conservation planning process in Fiji, SI and PNG. Work with the Country Managers to facilitate inputs from all relevant staff ensuring a current and relevant WWF Country Programme Conservation Plan.
- Provide leadership and overall direction and coordination for all conservation activities and facilitate and support the delivery of the activities in all country offices
- Oversee reviews and audits and update the conservation strategy for WWF-Pacific and/or country programmes.
- Communicate the Pacific Conservation Strategy to all Pacific Programme staff. Work with the Conservation Managers and Country Managers for Fiji, PNG and SI on the communication of their Conservation Strategies to their staff.

(D). Overall Management

- Review and approve all Pacific conservation activity work-plans to ensure the attainment of the plans and objectives.
- Initiate and provide inputs to communications products/campaigns to ensure accurate information will be published to promote the image of the organisation and its conservation activities.
- Provide inputs to the development, review and update of all WWF Pacific systems, policies and
procedures.
- Lead the effective cooperation of conservation programme audits, and ensure audit recommendations are implemented in a timely manner upon consensus of RMT.
- Overseas WWF-Pacific's Environmental and Social Safeguards program of work.

(E). People Management and Organisational Development
- Review staffing requirements with the Director Pacific, Country Managers, and Head of Human Resources to maintain conservation function at regional and country programme.
- Support the recruitment and selection of regional programme staff and consultants, other regional staff and of positions at lower grades, and key conservation staff at country programmes as and when required.
- Provide induction, coaching and advice to Conservation Managers at regional and key conservation staff at country programmes to ensure that they understand and carry out their responsibilities effectively.
- Responsible as direct line manager of Conservation Managers (Fiji, PNG & SI) by reviewing individual work plans, managing performance, providing coaching and mentoring to ensure that they are appropriately motivated and that staff deliver the performance objectives.
- Update Director Pacific and Country Managers on performance of staff under technical supervision.
- Recommend to the Director Pacific and Country Managers any changes that might be required to develop and improve the organisation regionally.

(F). Issues Resolution and Crisis Management
- Support the Director Pacific in providing advisory and guidance to the Country Managers and Conservation Managers (Fiji, PNG & SI) relating to any issues in conservation.
- Responsible for risks and crisis management of the Pacific Conservation Programme and act as focal person regionally to manage programme related crisis as and when risks necessary.
- Provide support to the Environment Safeguards and Standards (ESSF) Manager in ensuring WWF Pacific Conservation programmes (Fiji, PNG & SI) are compliant in ESSF safeguards and standards in relation to projects and liaisons with communities.

(G). Monitoring, Evaluation & Reporting
- Work with the Regional M&E Co-ordinator to oversee the monitoring and evaluation of the WWF Pacific Conservation Plan as well as individual and Country Conservation Plans.
- Responsible for ensuring quality and timely monitoring and reporting of the WWF Pacific Conservation Plan against WWF Network Standards and Key Performance Indicators (KPI).
- Provide regular regional conservation programme reports and analysis to the RMT to facilitate continuous improvement.
- Work closely with the Regional M&E Co-ordinator to undertake and coordinate targeted donor liaison, partnership building and proposal development towards increasing the overall regional conservation programme resourcing.

IV. Profile:

Required Qualifications and Experience:
- Master’s Degree in natural resource management or an environmental or conservation management, development studies, or in relevant fields.
- Qualifications in Project Management
- Academic training or a degree in business administration or business management is an advantage.
- At least 7 years’ experience in leading and managing an integrated conservation programme at regional or and national level, 3 years of which should be in the Pacific region. A background in sustainable natural resources management or conservation would be ideal.

Required Skills and Competencies
- Demonstrated ability in development, management and delivery of large-scale programmes, in particular, in effective management of large budgets above FJD2 million, strategic plans and programme team.
- Demonstrated experience in delivering, implementing and evaluating strategic plan using various monitoring systems
- Demonstrated understanding of programme and project best management practice
- Experience in developing and writing related project concepts and proposals to aid agencies, foundations, corporate sectors and other potential individual donors.
- Experience of working and negotiating with donors at all levels. And working with key regional and international institutions.
- Experience of media engagement – well focused and prepared to be identified as one of the public faces of WWF-Pacific regionally and globally
- Excellent knowledge of the global and or Pacific islands region conservation arena, key players and policy processes
- Demonstrated ability in leading both field and office based teams
- Demonstrated ability to enter into complex policy programme and funding partnerships with a range of stakeholders and actors
- Demonstrated ability in policy advocacy on sustainable resource management or conservation issues at national and preferably at a regional level.
- Excellent communication skills, fluency in both written and spoken English. An understanding of Fijian, Hindi or other Pacific languages would be advantageous but not essential.
- Experience in staff capacity building and mentoring and/or business management would be advantageous.
- Strong commitment to conservation and development issues and ability to cope with varied workloads.
- Clearly demonstrates behaviors aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.

V. Working Relationships:

**Internal** - Engage with and build on existing relationships within the WWF network. In particular work closely with the WWF-Pacific partners in Oceania countries particularly Fiji, Papua New Guinea, New Caledonia, Solomon Islands, New Zealand and Australia. Co-ordinate with relevant WWF Global Initiative leaders and teams, with regional and international teams, as well as with partner NGOs and their affiliates. Work closely and effectively with the Director Pacific and Regional Senior Management Team, with the Country Managers, Conservation managers and their teams.

**External** - Establish and maintain relationships with relevant government departments, as well as environmental and development oriented Civil Society Organizations (CSOs), as appropriate in Fiji, PNG & SL. Responsible for developing and maintaining regular contact with the organisations and platforms listed below, the media, and experts on target issues.

The Regional Conservation Director is the gatekeeper for the ‘regional’ (institutions, platforms & countries) defined below in consultation with the Director Pacific. The Development & Donor Manager is the gatekeeper for the Government Aid Agencies at the regional level and Foundations in consultation with the Director Pacific, and at the Country level in consultation with Country Managers.

**DEFINITION OF REGIONAL IN THIS CONTEXT:** Regional means any other countries in the Pacific Islands region outside of Fiji, SI and PNG, and includes engagement in CROP agencies (Secretariat of the Pacific Community (SPC), South Pacific Regional Environment Programme(SPREP), Fisheries Forum Agency(FFA), South Pacific Tourism Organisation (SPTO), Pacific Islands Forum (PIF), University of the South Pacific (USP)); Other regional platforms such as Western Central Pacific Fisheries Commission (WCPOC),Pacific Islands Development Forum (PIDF), Melanesian Spearhead Group (MSG); Other private sector forums such as Pacific Islands Private Sector Organisation (PIPSO), Te Vaka Moana, Party to the Nauru Agreement (PNA) Pacific Island Tuna Industry Association (PITIA); regional NGOs such as Conservation International (CI), Birdlife International (BI), Wildlife Conservation Society (WCS),The Nature Conservancy (TNC),Pacific Regional NGO (PRNGO), Pacific Island Association of NGO (PIANGO) Pacific Council of Churches (PCC) and Oxfam.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.