

**Why we are here**

To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

www.wwf.org.au

Job Description

WWF-Australia

ABN 57 001 594 074

Department	Conservation
Unit/team	Healthy Land and Seascapes
Job matrix group	WWF Conservation
Job matrix level	8
Job title	Pacific Programs Manager
Reports to	Senior Manager Social Development
Location	WWF-Australia Office/location negot.
Job type	Full Time Fixed Term Contract
Contract Period	Fixed Term Period; 3 years
Hours per week	38
Approval	People and Culture Director
Approval date	15/02/2021
Organisational context	<p>For over 50 years WWF has been a leading voice for nature. We are the world's largest conservation organisation, working in 100 countries and with over 5 million supporters. WWF-Australia is the 7th largest member of the WWF Network. We work with governments, businesses and communities on environmental issues with a single mission: to build a world where people live and prosper in harmony with nature. We have our foundation in science and we work towards a sustainable planet, striving to conserve biodiversity in Australia and throughout the Oceania region. Behind the scenes of our on-ground conservation projects are teams of scientists, policy and communications experts, lawyers and other specialists, all supported by our regional and national staff members. WWF-Australia does not engage in activities that support political parties, seek to persuade members of the public to vote for or against particular candidates or parties in an election, participate in party political demonstrations, or distribute material designed to underpin a party political campaign.</p>
Department context	<p>WWF-Australia's strategy requires all staff to support the delivery of our conservation objectives across the following strategic priorities: Conserve Nature with Equity, Return the Climate to a Stable State, Support Planet Friendly Food, Save Threatened Species, Protect our Marine Life and Engage Millions as Active Stewards and Investors of Nature.</p> <p>WWF-Australia supports and manages sustainable development and inclusive conservation programs in the Pacific, particularly Papua New Guinea, Solomon Islands and Fiji. WWF-Australia is an active member of the Australian Council for International Development and is involved in international development sector advocacy and policy engagement. WWF's approach recognises that conserving and managing natural resources is essential in the fight against poverty and that conservation of the earth's natural systems will only be successful in the long term if it addresses the development needs and aspirations of local communities.</p>

**Purpose of job**

The role leads WWF-Australia's strategic engagement in the Pacific and Australian foreign policy relevant to WWF's objectives in the Pacific. The role manages high level government and partner relationships and oversees program and policy development, governance and execution, including raising funds in support of new proposals. As one of WWF-Australia's key contact points with WWF offices in Solomon Islands, Papua New Guinea and Fiji, the role will also lead WWF-Australia's efforts to support capacity development of those offices and Pacific civil society more broadly.

Key accountabilities

- Develops, leads and implements a revitalised and fully integrated strategic approach for WWF-Australia's engagement with the Pacific.
- Manages WWF's relationships with the Australian Department of Foreign Affairs and Trade with respect to WWF-Australia's international sustainable development and conservation priorities in the Pacific;
- Synthesises research, lessons from WWF programs and international policy processes related to conservation and development issues affecting the Pacific to inform WWF-Australia's program development, advocacy and communications strategies;
- Researches and analyses opportunities to support the amplification of Pacific Islander voices in national and global policy processes related to biodiversity, climate change and development;
- Manages a significant project budget and collaborates with WWF-Australia Finance team and WWF partner offices to develop and oversee contracts whilst ensuring deliverables and reporting schedules are met;
- Collaborates with WWF-Pacific offices to design, implement, monitor and evaluate capacity development programs;
- Develops and maintains relationships within the Australian and Pacific international development and foreign policy communities, including with NGOs, policy researchers, and local civil society organisations;
- Collaborates with Revenue Development to identify, develop and secure funding.
- As the technical expert, co-creates rich conservation content to engage WWF audiences and mobilise support.

Job level responsibilities

- Contributes to strategic and/or operational planning, systems, processes, delivery and reporting
- Complies with legislation, standards, policies and practices, particularly Advocacy with Excellence, Information Security, health and safety, child protection, security, sustainability, and equal employment opportunity.
- Aligns own work with WWF's mission, Guiding Principles, Brand and I-KODE Values – Acts with Integrity, Knowledgeable, Optimistic, Determined and Engaging
- Seeks approval from the CEO for international travel
- Performs budget administration, risk and quality management, and reporting
- May supervise staff/volunteers/interns ensuring aligned performance, motivation and recognition.
- Represents WWF as a functional/technical expert or authority within discipline, as a spokesperson and presents to groups
- Applies and adheres to the WWF Standards of Conservation Project and Program Management

Relationships & communications

Team-working is WWF's preferred way of working requiring positive and constructive relationships across the organisation. Key relationships include:

- Partners and stakeholders including WWF offices overseas, government agencies, community groups and other NGOs in Australia and overseas.



- Revenue Development team to connect donors with international projects.
- Conservation teams, particularly Climate & Food Security, Species and Social Development teams, to support cross-collaboration on a range of issues including climate change adaptation, species conservation, sustainable food, social development, etc.
- Marketing & Engagement team to support development of culturally appropriate content for engaging WWF supporters
- Domestic and International Networks.

Job Challenges

- The geographically dispersed nature of WWF and the diversity of its stakeholders the ability to effectively communicate complex issues and requirements across cultures
- Managing multiple, complex tasks, often with tight deadlines, that require considerable attention to detail as well as engagement with multiple stakeholders.
- Anticipating media, supporter and community reaction to issues and tailoring positions and communication to leverage opportunities and achieve positive outcomes.
- Identifying a set of activities that deliver tangible outcomes to meet local partner aspirations and WWF-Australia goals.
- Maintaining knowledge of WWF's strategic objectives and activities and communicating this to the public and supporters in an engaging, meaningful way.

Essential selection criteria

- Demonstrated international development experience within Pacific cultural and/or organisational contexts.
- Demonstrated advanced experience in project development and management in international contexts, with a focus on international development, Pacific regional policy, and/or climate change.
- Demonstrated understanding of the environmental, social and economic issues affecting countries and communities in the Pacific.
- Knowledge of current international development issues in Australia and the Pacific, including major global processes and relevant initiatives.
- Advanced level program and project management experience including human resources and financial management.
- Highly effective influencing skills including the ability to build positive relationships internally and externally
- Strong research, analytical and problem-solving skills, including an ability to identify strategic issues and develop innovative responses to achieve desired outcomes.
- An ability to work autonomously and constructively across a flexible team-based environment.
- Advanced advocacy, interpersonal, presentation, verbal and written communication skills.
- Proficiency in Melanesian Pidgin, Fijian and/or other Pacific languages.

Desirable selection criteria

- Experience working with a Pacific regional organisation (CROP agency, international NGO or similar).
- Experience in designing and managing capacity building initiatives.
- Existing networks in government, international organisations and NGOs.

Credentials

Degree in international development studies, law, economics and/or environmental management in an international context or equivalent experience

Job requirements

- Applications from Aboriginal and Torres Strait Islander people as well as people from a culturally diverse background (e.g. Pacific Islander people) are encouraged.



- Employment background checks.
- Remote First Aid or willingness to obtain one.
- After hours work on infrequent occasions.
- Regular interstate travel and infrequent international travel, with advance notice
- Remote field work which may involve camping and overnight stays.

How to apply

Applicants can apply via http://www.wwf.org.au/about_us/work_with_wwf/. Only those applicants applying online via the eRecruitment System will be considered.

Please include the following two attachments: (1) a cover letter/statements against the selection criteria and (2) your resume (CV), including two referees.