

Job description: National Partners in Action Manager

Overview

Hours: 24 hours a week, usually Monday-Wednesday coinciding with key PiA activity

Role period: This is initially for one year. The planned start date is 4th December 2017. There is a six month and an annual appraisal.

Location: Primarily from home. From Southall once every month or more if required. Visiting the Partners in Action as appropriate.

Salary and other remuneration: The salary for this role is £22,000 – 23,000 pro rata (£13,200 – 13,800 for 0.6). A generous pension scheme is also included. Accommodation for meetings will be provided at the Southall offices in London by prior arrangement.

Reporting structure: The successful candidate will report to the Conservation Director.

Role description

The National Partners in Action Manager will be responsible for:

Managing the portfolio of new Partners in Action as well as supporting the development of an expanding partner in action programme.

Detail:

1) Development of new Partners in Action with the Conservation Director through:

- a) Active research into new partnership opportunities
- b) Visiting prospective new partners
- c) Setting up high level discussion between the conservation director and the prospective partner lead
- d) Providing input into high level meetings through provision of researched papers and relevant information as appropriate
- e) Providing final papers for senior management to make decision on prospective partnership.

2) Establish a regular two-way feedback process between the Partner in Action and A Rocha UK through:

- a) The provision of high-level conservation advice and support
- b) The management of the local conservation champion/consultant
- c) The maintenance of regular communication between the Partner and A Rocha UK
- d) The development of an agreed number of mutually beneficial events and activities
- e) The development of local Eco Church support to enable activities to succeed
- f) Regular feedback to the Conservation Director on any areas of concern from the partner

- g) Weekly communication with A Rocha/partner interns
- h) Bi-annual visit to each Partner in Action
- i) Feedback on events and future dates through engagement team comms meetings

3) Collation and dissemination of data from the Partners in Action through:

- a) Partner providing raw data for processing, analysis and reporting
- b) Assemblage of partner data into an annual A Rocha UK/ Partners in Action conservation report and a sub section detailing key ARUK/partner events
- c) Ensure the partner has contacted the relevant local conservation organisations to supply data
- d) Provision of “good news stories” about species and habitats through engagement team comms meetings
- e) Review of data each year with PiA and look at possible ways of increasing abundance of selected species with a focus on threatened, declining or vulnerable species.

4) Organisation of an annual Partners in Action gathering and skills development programme through:

- a) Selecting and negotiating rates for suitable venues
- b) Selecting dates and organising speakers and delegates
- c) Providing feedback to A Rocha UK from delegates
- d) Ensuring learning needs for PiA teams are adequately catered for

A Rocha UK agrees to provide all reasonable training for this role. Any pre-agreed training costs (including accommodation and course fees) will be covered by A Rocha UK. Responsibility for organising suitable training lies with the Conservation Director.

All insurance costs for this role will be covered by A Rocha UK.

Signed by



Andy Lester (Conservation Director / Line Manager)

Key competencies required for the NPIAM role

Essential:

- 1) Educated to degree level in a conservation related subject
- 2) Evidence of good identification skills is 1 or more taxa
- 3) Evidence of strong understanding of current environmental legislation
- 4) Evidence of clear understanding of current political scene in relation to environmental issues
- 5) Past evidence of effective peer to peer communication
- 6) Past evidence of effective peer to senior communication
- 7) Strong evidence of willingness to listen and learn
- 8) Computer literate (Excel, word and social media)
- 9) Christian faith or strongly sympathetic to organisational aims
- 10) Evidence of excellent written, negotiation and interpersonal skills

Desirable:

- 1) Educated to relevant postgraduate level (diploma or masters)
- 2) Member of CIEEM or other relevant professional body
- 3) Experience in interface between conservation and outdoor education
- 4) Previous event management and development experience
- 5) Previous public speaking experience with positive feedback

Interview Arrangements

Interviews for this post will take place in early November 2017. The successful candidate will need to have demonstrated:

- a) Ability to meet all essential criteria through the application
- b) A full UK driving licence
- c) A legal right to live and work in the UK
- d) A willingness to be DBS checked
- e) A clear DBS/safeguarding record
- f) To be able bodied (this role does involve driving to sites, and will involve moderate physical activity such as walking)

Interviewees will need to be willing to travel to London for the interview and may be asked to return for a second interview.

The interview will be one hour and consist of a panel interview together with a presentation to the panel. Details of the presentation will be sent to candidates short-listed for interview.

For additional questions or for clarification on any of the matters outlined, please feel free to contact the Conservation Director andy.lester@arocha.org