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**Programme Manager, Species Recovery (maternity cover)**

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| **Job grade** | **Management/SME** | **Reports to** | **Head, Wildlife Recovery** |
| **Directorate** | **C&P** | **Function** |  |
| **Contract** | **Maternity Cover (must be available from 01 October 2024)** | **Location** | **Regent’s Park** |

**Responsibility for resources**

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| **Direct line reports** | **Manages 2-3 direct line reports; may manage volunteers, consultants, students** | **Responsibility for other resources** | **The post-holder has access to confidential information about employees in their programme, about funding agreement budgets, terms and conditions and occasionally confidential corporate information and is expected to treat all such information in strict confidence.** |
| **Financial resources** | **Responsibility for ensuring that the budget for relevant programmes is appropriately managed, monitored, and reported on both internally and externally.** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

To achieve ZSL’s vision of a world where wildlife thrives, we need to do more than stop declines and prevent extinctions, we need to drive the recovery of highly threatened species. ZSL has a long history in delivering targeted conservation interventions for species around the world, harnessing its expertise in species recovery. The Species Recovery Programme Manager (maternity cover) will: i) coordinate the delivery of work under ZSL’s Species Plan, with a focus in particular on species in the Back from the Brink initiative (a programme of work focused on driving sustained, targeted actions to recover a set of highly threatened species from near extinction); ii) oversee programmes focussed on the recovery of specific target species under the Back from the Brink umbrella, in particular on Sahelo-Saharan antelopes; and iii) provide targeted technical support to teams and partners in the area of species recovery. The role will foster collaborations around ZSL seeking to identify opportunities to support and build out collaborative species recovery efforts. The role demands a dynamic, energetic, collaborative individual seeking to make a difference for species conservation within the scope of a maternity cover position.

**Key responsibilities**

* Coordinate the delivery of ZSL’s Species Plan, in close collaboration with colleagues from across the Society, including leading and coordinating the Back from the Brink initiative, to ensure a coordinated, science-based programme of work focused on species recovery.
* Advance ZSL’s approach to setting strategic, data-driven, species recovery targets for our work and putting in place protocols and appropriate research methodologies to measure progress against these, coordinating with staff in the zoos and Institute of Zoology involved in species recovery programmes. As part of this activity, the post-holder will also work closely with colleagues in partner organizations to explore how the IUCN Green Status of Species criteria may be used to understand the impact of the efforts of individual organizations or programmes on species.
* Provide management oversight to existing species recovery programmes for desert antelopes and any future projects / programmes that may be developed, in collaboration with colleagues around ZSL and partners.
* Provide targeted technical support to ZSL country and UK teams, as well as partners, in species recovery, such as species recovery planning, population viability assessment, and structured decision making.
* Provide training and support in species conservation approaches and ecological research methodologies, including supervision of masters and PhD students, training/teaching EDGE fellows and masters courses, and to colleagues within ZSL where appropriate.
* Develop and maintain effective external working relationships and partnerships with collaborators, stakeholders, governments, and donors, and internally across ZSL.
* Collaborate closely with staff in our field programmes and conservation partners to support integration of ZSL species expertise into field conservation efforts.
* Work with the Fundraising department, and other colleagues as appropriate, to seek new funding opportunities, develop and oversee fundraising proposals for the programme, and contribute to joint fundraising proposals with other programmes and departments in ZSL
* Be responsible for budget planning and management for all work within the Species Recovery programme, with support from the Finance department.
* Oversee the production of financial and programmatic reports from projects to donors and for ZSL’s internal purposes. Ensure all projects within the programme are on-track with deliverables, financial spend, and reporting.
* Represent ZSL at national and international conferences and workshops as needed, and deliver talks and presentations to a range of audiences. Represent ZSL in the media as needed, including television, radio, and newspaper interviews.
* The post holder will contribute towards the publication of peer-reviewed papers and ensure that the programme maintains a good record in publishing the results and learnings of its work.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

**Values and behaviours for people management**

* **Collaborative:** creates an engaging environment where people feel comfortable asking for help or support
* **Ethical:** creates a culture which ensures everyone is treated fairly with dignity and respect
* **Impactful:** delivers results on time and to the agreed standards
* **Inclusive:** makes decisions that promote transparency and inclusion
* **Innovative:** is forward thinking and able to see the broader picture when planning and organising work

**Person Specification**

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| Experience | |
| Essential | * PhD, or equivalent experience, in conservation science * Demonstrated experience planning, or leading, threatened species recovery programmes/ projects in situ, preferably in a developing-world context * Demonstrated programme management experience, including staff management, budget oversight, implementation, and donor reporting * Experience writing and collaborating on fundraising bids/grants (ideally including key tools such as log frames and theory of change) |
| Desirable | * Prior experience with teaching, training, supervision, or mentorship |
| Knowledge and skills | |
| Essential | * An excellent grasp of current international conservation issues supported by good knowledge of interdisciplinary approaches to conservation * Robust skills in ecological research and advanced statistical methods, including familiarity with R or similar * Strong organisational and project management skills with an ability to manage competing priorities * Ability to think strategically and innovatively with strong decision-making capability * A high standard of English writing skills, with evidence of a good (first author) publication track record in the peer-review literature * Excellent interpersonal skills, with an ability to work in different cultural settings, and with interdisciplinary teams, with tact and diplomacy |
| Desirable | * Proficiency in another language, especially French, Thai, Filipino or Mandarin * Familiarity with decision making and decision support tools, and project implementation tools, e.g. multi-criteria decision analysis, and structured decision making, and Theory of Change development * Familiarity with the IUCN Red List and Green Status of Species (e.g., demonstrated completion of online training courses) * Experience with the media and public speaking |
| Additional requirements | |
| Essential | * The post will be office-based with occasional travel abroad to attend meetings/conferences and undertake project visits * The role requires occasional work during evenings and/or early mornings due to time-zones * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) * To comply with and promote Health and Safety policies and procedures |