



JOB DESCRIPTION

Job Title	Senior Programme Advisor
Department	Conservation, Advocacy and Policy
Reports to	Regional Chief Advisor
Location	This role has a UK based contract and as such, you must have the right to live and work in the UK. You'll be required to work at your contracted office which will be The Living Planet Centre, Woking, Surrey, GU21 4LL and will need to be able to commute to this location, as and when required.
Job Level	5
Flexibility	WWF-UK operates a hybrid working arrangement with a minimum of 20% of contracted hours collaborating in-person with colleagues each month, with the balance being worked from home. Additionally, we have a flexible working policy which can be used to consider individual requests to tailor working patterns, whilst continuing to meet the needs of the role, team and organisation
Safeguarding level	Level 2 – Basic DBS check, 2 x employment references and sign declarations
Hours	1.0 FTE
Date	October 2024

CONTEXT OF ROLE

WWF UK's work is led by a clear vision and strategic framework which aligns to WWF International's strategy. The FY25-27 strategy includes 4 outcomes: Stop Nature Loss from Deforestation (Stop Deforestation); Deliver a Resilient, Prosperous, Sustainable Future in the UK (Sustainable UK); Bring Nature Back from the Brink (Back from the Brink); & Inspire Public Action for Nature (Public Action). The 4 Impact Strategy outcomes are delivered through a series of portfolios made up of grants and projects which are delivered collaboratively between teams within the Conservation, Advocacy and Policy; Brand, Campaigns and Communications; and the Science Directorates.

Part of the Conservation, Advocacy and Policy Directorate, the Conservation Programmes Team, enables WWF-UK and our Network partners to increase the impact and influence of the work we support internationally and in the UK by: providing grant management oversight, high level thought leadership and strategic advice within WWF-UK and to our Network colleagues; collaborating effectively across WWF-UK and the Network; and strategic partnering with offices in Africa, Asia and Latin America. The Team is responsible for influencing and advising on a portfolio of 100+ international and domestic grants which are managed by WWF and Non-WWF partners:

- I) Act as thought leaders by influencing policy and advocacy, programme design, strategy and supporting delivery, directly and by convening others across all functions;
- II) Effective oversight and management of allocated budgets;
- III) Supporting WWF-UK and key Network offices to become stronger offices through organisational development and mutually agreed and jointly delivered Partnership Agreements, and acting as relationship managers for WWF-UK to our partner Network offices;
- IV) Strengthening, and where appropriate transitioning, of appropriate 'programme management' functions from WWF-UK to key Network offices;
- V) Helping raise funds through supporting programme design processes;
- VI) Sharing and capturing compelling stories from supported conservation programmes and bringing them to life to engage WWF-UK staff, the Network and external audiences – in order to raise new funds and to demonstrate why nature matters and what WWF is doing to protect restore it.

MAIN PURPOSE AND SCOPE OF THE JOB

Working as part of a regional unit, the Senior Programme Advisor is responsible for, providing advice, programme development and management oversight, as well as a range of support to a portfolio of international grants delivered by WWF Network partners, to ensure that WWF-UK's funding and resource, support delivery of WWF-UK's and the wider Network's strategic goals.

This role will work collaboratively with delivery teams in network partner offices – staff across WWF-UK and externally to support strategic programmes of work to deliver against agreed outcomes, identifying and coordinating the technical, financial, advocacy and other resource support needs from WWF-UK.

As programmes are managed and implemented by teams within network partner offices, the emphasis of this UK-based role will be on ensuring that all programmes are quality assured, and risks are managed appropriately as well as providing advice directly and by convening others to address identified resource and capacity gaps and playing the role of critical friend. Senior Programme Advisors will be primarily accountable to the WWF Impact Steering Group for the delivery of strategic objectives.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Strategic Leadership, design and planning

1. **WWF-UK Portfolios:** Working collaboratively with Portfolio Leads, WWF internationally, other external organisations and in-house experts to ensure that the portfolio of programmes WWF-UK supports is ambitious, innovative, strategic effectively planned and delivers against the long-term Goals of WWF-UK and the partner offices.

2. **Programme Development:** Coordinate and contribute to programme development between WWF-UK, the international WWF network, and external partners to develop strategic partnerships/programme which align with long-term goals, providing technical (thematic and regional) input where appropriate and ensuring that designs comply with network standards **Opportunity Identification:** Identify and cultivate opportunities to maximise contributions to programme and partnership goals, leveraging funding, technical expertise, and advocacy initiatives.

Programme management oversight and support

1. Providing advice directly or by convening others to support the implementation of a programme or programme delivered by WWF Network offices. This includes providing support and coordinate expert input for developing and delivering WWF Network programmes, ensuring alignment with ambitions, theory of change, strategies, budgets and monitoring processes.
2. **Grant and Budget Management:** Oversee the management of international grants and programme delivery budget, ensuring efficient resource allocation and alignment with partnership goals. **Outcome Accountability:** Ensure key outcomes are integrated into partnership plans and WWF-UK where appropriate WWF-UK and Network strategy plans, overseeing the timely achievement of objectives and maintaining quality assurance in reporting.
3. **Risk Management:** Monitor and manage risks within the programmes, escalating issues when necessary to ensure partnership success.
4. **Quality Assurance:** Ensuring programmes align with WWF network standards including inclusive conservation; delivering positive impacts for people, biodiversity and the climate; assessing and mitigating environmental and social safeguarding risks and following WWFs Programme & Project Management System guidelines.
- 5.

Stakeholder Engagement and Relationship Management

6. **Internal and External Collaboration:** Build and maintain relationships with WWF offices, external organisations to enhance programme effectiveness and foster alignment.
7. **Donor engagement:** Represent WWF in key meetings with funding partners as key programmatic lead for the donor liaisons alongside the Donor Relationship Lead. When required support with preparing internal briefings and ensuring consistent communication across departments and offices.
8. **Donor Reporting:** focal point for compiling the programmatic inputs to the agreed donor reporting schedule.

Monitoring, Evaluation and Learning

- **Programme Evaluation:** When required, lead the programme evaluation process in coordination with the designated Design and Impact Lead. Ensuring process assesses programme activities, captures lessons learned and contributes to developing potential renewal strategies or exit plans for non-renewed areas.
- **Capacity Building and Knowledge Sharing:** Identify capacity gaps, provide mentoring, and facilitate the sharing of knowledge across programme delivery offices and the WWF network to enhance overall partnership effectiveness and delivery.
- **Renewal and Exit Planning:** In collaboration with designated Design and Impact colleague develop strategies for partnership renewal or phase-out, considering objectives, advocacy goals, and potential risks.

- **Internal reporting:** Ensuring key programme outcomes are represented in WWF-UK impact monitoring plans, and accountable to the Impact Steering Group and/or portfolio leads for the timely delivery of objectives and budget.

Communications and Public Engagement

1. **Messaging Oversight:** Ensure technical accuracy and strategic alignment in external messaging, signing off on outputs, or securing the required technical or country expertise to input, relating to the partnership programmatic outcomes or achievements.
2. **Communications:** Work with network colleagues and WWF-UK communications and fundraising teams to develop powerful evidence-based stories and narratives to engage our supporters, businesses, media and new audiences and build the profile of our international work internally.
3. **Country/Species focal points:** Working with the communications and media teams to be the point person for sign off on agreed country and species level outputs
4. **External Representation:** Representing the programme with external audiences and stakeholders, including donors, , other non-governmental partners, governments and academics

Other

- **Matrix Management:** Coordinate cross-departmental efforts within WWF-UK and the relevant network teams, ensuring clear roles and responsibilities, and fostering effective teamwork.
- **Internal Liaison:** Serve as a point of contact between Fundraising teams, Communications, Advocacy, Science and any other relevant teams, ensuring smooth internal operations and alignment with overall strategy.

PERSON SPECIFICATION

EXPERIENCE, QUALIFICATIONS & KNOWLEDGE

- Considerable experience of designing, developing, managing and monitoring the delivery of conservation and/or development programmes
- Knowledge and experience of conservation and development work in WWF-UK priority regions/countries (Africa, Asia or Latin America) and relevant language skills desirable
- Experience of working as part of a team or partnership – either remotely or in-country - to support the delivery of strategies in an international context
- Broad technical knowledge on key, relevant international conservation and development issues preferably including relevant professional qualifications to at least Degree level or equivalent experience
- Proven experience in collaborating effectively on the development of high-quality funding proposals and donor reports and at conveying key programme messages to a range of different audiences
- Proven experience of facilitating, convening and coordinating multi-functional teams across different offices and organisations with conflicting priorities

SKILLS AND COMPETENCIES

- Skilled at thinking critically to support programme design, development and delivery
- Able to collaborate effectively both face to face and remotely to build lasting relationships with multiple internal and external stakeholders to achieve results, with multi-cultural sensitivity, relevant regional language and experience
- Strong communicator, able to take technical or scientific information and translate or develop accurate narrative that engages and excites a range of key audiences both internally and externally.
- Ability to work in a flexible, adaptable manner, providing support to colleagues as appropriate, as well as effectively manage and prioritise workloads
- Proven ability to lead and manage matrix teams within dynamic structures and collaborate across the organisation at all levels.
- Ability to make decisions in the best interest of a programme or programmes, that take account of sometimes conflicting perspectives.
- Excellent organisational skills, including attention to detail, ability to prioritize and multi-task, and ability to work under and adhere to tight deadlines
- Willing to travel (approximately 2 – 4 weeks / year) as and when required

WWF-UK'S VALUES

WWF-UK's values are: 'Courage', 'Integrity', 'Respect', and 'Collaboration'. These values should be embedded in your work and behaviour, and any associated policies and processes adopted consistently.

This document sets out key responsibilities of the role and is not intended to be an exhaustive list of tasks and duties. We reserve the right, at our sole discretion, to reasonably vary the responsibilities from time to time depending on the needs of the organisation without changing the level of the role