



Head of Programme

Sectors:	Community development, rainforest conservation
Location:	Either Penryn, Cornwall or London
Hours:	Full time, permanent - 37 per week
Salary:	£36,000-£38,000 depending on experience
Reporting to:	Director and Deputy Director
Apply online:	www.coolearth.org/work-for-us . Please don't send CVs. No agencies.
Application Deadline:	Midday on Thursday 16th March
Interviews:	Weeks of 10th and 17th April (TBC)
Start date:	May 2017 (or as soon as possible)

What this position can offer you:

- The chance to be a central player in an exciting, innovative, ambitious, global charity.
- An opportunity for you to expand and structure a Programme team of enthusiastic, forward thinking, team players.
- To be the driving force in the development of our community forest conservation model into the most effective and sustainable means of rainforest protection.
- The opportunity to work in partnership with indigenous rainforest communities, our in-country teams in Peru and PNG and the smartest technical experts.
- To be an integral part of Cool Earth's monitoring, evaluation, learning and fundraising work.
- Support and training opportunities to ensure you are the best in the field.

Why we are recruiting:

Cool Earth's success is down to a light touch approach that puts local people in control of their forest. By helping to build sustainable incomes that depend on the forest being kept safe, we work to ensure that forest protection becomes self-funding. The enthusiasm of forest communities to work alongside us means we have the enviable problem of more prospective village partners than our capacity allows for.

Our Programme team has been addressing this issue with a redesigned implementation model that will keep Cool Earth at the forefront of NGO innovation. It will focus Cool Earth's work on making the biggest impact on communities' health, wealth and autonomy. It will create the most compelling

conservation model the rainforest has ever seen and forge real relationships between funders and villages.

To enable this model to reach its potential we need an experienced, strong leader to strengthen and manage the Programme team. They will be leading the development and testing of this model as well as ensuring our current village partnerships reach the point where we can successfully exit.

Main purpose of the role:

- To build, lead and manage the Programme team, driving quality and performance, and providing support and development for team members.
- Developing and driving Cool Earth's global programme of community support partnerships for forest protection.

About you:

You will be an experienced and influential individual looking to take a senior leadership and management role.

Everything we do starts with our rainforest partners and you will lead our Programme team to make sure we are effectively support our village partners to protect their forest. Your enthusiasm to develop and run a streamlined, efficient programme and your hunger to make a lasting impact on forest conservation will mean that in no time you'll be an expert on all things Cool Earth.

Making sure our community grants are spent fairly and effectively is key to our work. It's up to you to make sure this happens in our partnerships, with the aim of exiting and leaving a wealthier, healthier, empowered community that keeps their forest standing for the long-term.

You will make sure your team is up-to-date with relevant news and the latest research, and monitoring and evaluating our community partnerships as effectively as possible so we can continually improve our methods and impact.

You'll also help make sure that every single one of our supporters knows what they are making possible. Working with our Head of Fundraising and Communications you'll make sure your team are sharing information to produce fantastic content.

Working closely with the Director, Deputy Director, Head of Fundraising and Communications and the wider team you will be responsible for developing and driving CE's ambitious global programme.

You'll work alongside the Deputy Director to develop new partnerships and build collaboration opportunities, particularly with institutional funders, and provide key input for the development of Cool Earth's ToolBox, an online representation of our model.

Main responsibilities:

- Management: Lead and motivate the UK and in-country Programme team staff to deliver high quality, consistent, well designed partnerships which bring lasting change to the rainforest communities we work with.

- Provide technical support to the Programme team, aiding the development of standardised systems and procedures for the partnerships.
- Strategy delivery and development: Work with the Director, Deputy Director, and Head of Fundraising and Comms to solidify and drive the implementation of Cool Earth's strategy to 2020.
- Team development: Responsible for performance appraisals, ongoing performance management support, feedback, professional development and Programme team expansion and structure.
- Finance: Work closely with the Finance Manager on financial management activities relating to the partnerships. Lead on the annual budgeting and quarterly reforecasting process.
- Reporting: Ensuring your team create timely and accurate technical, operational and financial donor and institutional reporting.
- Monitoring, evaluation and learning: Refine and develop the MEL system to ensure that our partnerships' impact can be effectively measured and that learning continually refines and improves programme design and delivery.
- Counterpartie: In collaboration with the Deputy Director, manage negotiations with collaborators required for the development of partnerships.
- Business Development: Work closely with the Head of Fundraising and Comms to raise institutional funding to diversify and grow income for further programme expansion.
- Risk management: Risk owner for programme level risks and responsible for developing effective mitigation strategies for key risks.

Essential skills and experience:

- Leadership skills and the ability to work effectively as part of a senior management team.
- At least three years of professional experience in a conservation or development programme or complex project management.
- Knowledge and understanding of international development issues and awareness of current thinking and trends in the sector.
- Excellent track record of team development and coordination.
- Experience in networking, partnership building and relationship management at a senior level.
- Excellent financial management skills, including budget development and management.
- Proven grant writing and grant management experience.
- Advanced degree or equivalent qualification in international development or conservation or related science/social science.
- Strategic vision and strategic planning skills.
- Strong prioritisation and time management skills, with ability to work to multiple deadlines.
- Dynamic and proactive approach.
- Ability to communicate effectively and with impact (both verbal and written).
- Ability to work collaboratively as a team player.
- Awareness and understanding of financial and commercial principles.
- Knowledge of project design and planning.
- Knowledge and experience of monitoring, evaluation and learning.

- Proven interest in conservation issues and community development practices.
- Understanding and interest in rainforest deforestation and conservation.

Desirable skills and experience:

- Proven ability in managing institutionally funded programmes or projects.
- Practical field experience in a conservation or development context working with local communities.
- Skills and knowledge in impact measurement.
- Spanish and/or French language.
- Experience working with forest communities.

How to apply:

Online at www.coolearth.org/work-for-us. Please don't send CVs. No agencies, thanks.

Regrettably due to limited resources and high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Cool Earth values diversity and is committed to equal opportunity. If you have any requirements in relation to your application, please contact Megan at iwanttowork@coolearth.org titling the email 'Head of Programme' or telephone +44 (0)1326567200