



Universal Ranger Support Alliance: Programme Manager

Title	URSA Programme Manager
Reports to	URSA Steering Committee Chair/IUCN-WPCA Capacity Vice Chair.
Location	Hosted by the IUCN World Commission on Protected Areas. May be based anywhere with good internet connections.
Employment Basis	Fixed Term 1-year Contract (with possibility of extension)
Hours of Work	40 hours per week

The founding members of the Universal Ranger Support Alliance (URSA) are Fauna & Flora International, Force For Nature, Global Wildlife Conservation, International Ranger Federation, Panthera, IUCN World Commission on Protected Areas, World Wildlife Fund for Nature, and Zoological Society of London. Together we share a vision of a healthy, thriving natural world and an understanding that this cannot be achieved without taking the necessary steps to bring about universal and lasting change for rangers; they are crucial custodians of the biodiversity and life-support systems on which we all ultimately depend. URSA has developed an action plan that can be used and adapted across the world by all those working with rangers, to support them to do their jobs effectively and responsibly. By ensuring that the urgently needed tools, reforms and policy changes are put in place, the Alliance's purpose is to improve the well-being of rangers, the local communities with whom their work is intrinsically linked and, in turn, the planet. An outline of URSA and its action plan is available at www.ursa4rangers.org

Job Description:

Under the auspices of the WCPA as a member of URSA, and under the guidance of the IUCN WCPA Specialist Group on Capacity Development, the URSA Program Officer will have overall programmatic and administrative responsibility of URSA. The Programme Officer will oversee all programmatic and administrative work of URSA, building relationships, donor base and a strong, effective alliance for its member organizations and partners and supporters.

Primary Duties and Responsibilities:

- Coordinate the skills and energy of URSA Members, Partners, and Supporters.
- Coordinate and document Steering Committee meetings and activities.
- Coordinate Working Group meetings.
- Encourage strong participation of URSA Members, Partners, and Supporters.
- Support fundraising initiatives for URSA.
- Support the delivery of strategic objectives in the URSA Action Plan.
- Support the development of a global State of the Ranger report.
- Coordinate closely with the International Ranger Federation on all URSA activities.
- Manage URSA membership.
- Lead URSA outreach and communications with URSA Supporter organizations.
- Support URSA communications including building an URSA communications asset library.
- Lead administrative duties for URSA.
- Manage URSA's overall finances, budget and expenditure.
- Ensure strong and transparent governance, coordinated outreach and information-sharing activities.

- Development and maintenance of an effective monitoring and evaluation mechanism for impact, including tracking of progress against objectives in the URSA Action Plan.

Reporting to:

- Universal Ranger Support Alliance Steering Committee Chair.
- IUCN-WCPA Vice Chair for Capacity Development.

Qualifications:

The Programme Manager will be thoroughly committed to URSA’s objectives. All candidates should have proven administrative, project management and relationship management experience.

Specific requirements include:

- An understanding of, commitment to, and ideally experience of conservation, in particular the work of rangers and protected area staff.
- Degree in a related field, with at least 2 years of coordination or management experience.
- Track record of effectively leading a performance- and outcomes-based programme of work.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to strategic planning.
- Experience in grant writing and reporting.
- Experience working in multicultural environments.
- Ability to manage large multi-partner projects.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Excellent communication, organizational and interpersonal skills.
- Fluent spoken and written English. Other languages an advantage.
- Able to work from home or local base with a good and reliable internet connection.
- Willing to work variable hours (early mornings and/or evenings) when required according to the different time zones in which URSA members work.

How to Apply:

Interested candidates should submit the following to info@ursa4rangers.org

- A CV or resumé with covering letter detailing motivation, experience and suitability for this position.
- Contact details for two referees.
- An indication of salary expectations.

Shortlisted candidates will be contacted in January.

Deadline for applications. 31 December 2020



www.ursa4rangers.org