Job Announcement

Programme Officer,
Wildlife Conservation and Trade,
Environment Programme

Location: London, UK

Reporting to: Programme Officer, Wildlife Conservation and Trade sub-programme

Annual salary: circa GBP 48,000 with benefits

About Oak Foundation and the role:

Oak Foundation (www.oakfnd.org) commits its resources to address issues of global social and environmental concern, particularly those that have a major impact on the lives of the disadvantaged. With offices in Europe, Africa and North America, Oak Foundation makes grants to organisations located in 41 countries worldwide.

The Environment Programme at Oak Foundation has three sub-Programmes: Climate Change; Marine Conservation; and Wildlife Conservation and Trade. In the Climate Change sub-Programme, we hope to contribute to mitigating greenhouse gases emissions in line with the global objective of keeping average temperatures well below 2°C, particularly in the energy and transportation sectors, while promoting low-carbon and liveable cities. In the Marine sub-Programme, we seek to increase the sustainability of industrial fisheries, improve the management of small-scale subsistence fisheries, and drastically reduce the leakage of plastic debris into the oceans. Finally, in the Wildlife Conservation and Trade sub-programme, our objective is to help disrupt the illegal trafficking of wildlife and implement innovative people-centred wildlife conservation models.

To respond to the imminent threat of illegal wildlife trade, Oak Foundation contributes to reorienting what has been mostly a **reactive approach to a more preventative approach**. We support partners that use an integrated, intelligence-led approach to wildlife crime enforcement, which can precipitate key disruptions in the illegal wildlife trafficking networks. We support partners to improve legal and policy enabling conditions and to build global capacity. Our wildlife conservation and trade work is focused primarily in East and Southern Africa, as well as Asia.

We are currently recruiting a Programme Officer for the Wildlife Conservation and Trade team based in London, UK. This position reports to the Programme Officer of the Wildlife Conservation and Trade sub-programme. It is a full-time, office-based position and the salary is circa GBP 48,000 with benefits.

Job Responsibilities:

- Contributes to the development and implementation of the programme's strategy including through the drafting of various submissions and reports to the Board.
- Maintains primary responsibility for the management of a grant portfolio from the point of initial inquiry to assessment and final recommendation to the President/Trustees/Board.
- Develops new granting opportunities in line with the strategic directions.
- Conducts the monitoring and evaluation of grants including by conducting site visits.
- Contributes to the setting of programme budgets and provides input on the internal allocation of funds.
- Represents the programme in a variety of settings, including among peer groups and at public events.
- Works with Oak's administrative and programme management staff to report on the progress of individual grants and broader portfolios.
- With guidance from the supervisor, coordinates activities and funding with peer philanthropists; and coordinates activities with grantees, including: the development of a cluster approach to grant-making; the organisation of convenings; and the provision of higher-level capacity building tools.
- With guidance from the supervisor, conducts external landscape mapping of an issue area in relation to the current abilities of not-for-profit organisations and their collective impact, and donors and their grant-making patterns.
- Assesses impact, scope, barriers to success and gaps in the field or funding.
- With guidance from the supervisor, develops Oak's approach to specific issues related to the portfolio, including capacity building among law enforcement institutions and civil society actors.
- With guidance from the supervisor, initiates and leads specific not-for-profit organisations circles for building trust and collaboration, aligning goals and objectives and building a shared sense of mission.
- Based in the London office, travel including internationally, up to 25 per cent of the time during the year.
- Performs other duties as requested by the Director and/or the Trustee.

Qualifications & Experience Required

- A university degree in a relevant field, e.g. politics, law or criminal science.
- At least 7-10 years of field experience in designing, leading and deploying successful projects with partners.
- In-depth knowledge of international law enforcement and justice issues.
- A successful track record of expertise and success in the fight against illegal wildlife trade.
- Experience of living and working in Africa, China and/or Southeast Asia is a plus.
- Experience in planning, strategy development and delivery are helpful.
- Excellent research, analytical and writing skills, including in risk assessment, evaluation of potential project and organisational success.
- Fluency in spoken and written English. Knowledge of other languages is an asset.
- Excellent oral and written communication and presentation skills. Networking skills and management experience.
- Enjoys working in multi-cultural environments.
- Strong experience of budgetary and financial management.
- Strong computer skills.

- Tact, maturity and a good sense of humour.
- Demonstrated commitment to the values of Oak Foundation.
- Must have the right to live and work in the UK for this role.

How to apply

Please send a letter of **application** stating the skills and approach that you would bring to the post with your CV/resume in English in strict confidence by email only to: karem@darylupsall.com

Please ensure that they are sent as Word or PDF documents with the titles "your name cover letter" and "your name CV", please put "Oak Foundation-Programme Officer" in the email subject line.

This is a rolling process, applications will be evaluated as they arrive until a strong pool of candidate is reached.