ENVIRONMENTAL INVESTIGATION AGENCY

JOB VACANCY: SENIOR WILDLIFE CAMPAIGNER

JOB DESCRIPTION

About EIA

EIA investigates and campaigns against environmental crime and abuse. Our undercover investigations expose transnational wildlife and forest crimes. We work to safeguard global marine ecosystems by addressing the threats posed by plastic pollution, bycatch and commercial exploitation of whales, dolphins and porpoises. Finally, we reduce the impact of climate change by campaigning to eliminate powerful refrigerant greenhouse gases, exposing related illicit trade and improving energy efficiency in the cooling sector.

EIA's activities come under four programmes of work: Climate, Forests, Ocean and Wildlife. EIA's Wildlife Program aims to reduce wildlife crime globally and consists of three core campaigns focused on Asian big cats, Elephants and Pangolins.

Purpose of Post

The Senior Wildlife Campaigner (SWC) role is an exciting opportunity in EIA's Elephant Campaign. The SWC will support the Elephant Campaign Leader in developing and delivering EIA's Elephant Campaign strategy. In addition, the SWC will also be responsible for certain cross-campaign areas of work related to ivory and pangolin trafficking in West and Central Africa and will work with relevant members of the organisation to develop coherent planning on cross-campaign wildlife issues. This role is also responsible for administering the Elephant Campaign budget and donor reporting, in consultation with the Campaign Leader, as outlined within the various grant agreements relating to the funding of the Campaign. The role also involves line management of certain members of the Elephant Campaign team.

The ideal candidate will be highly organised with significant experience in strategy development, project and budget management, staff management, and developing relationships with key external stakeholders including partners, donors, governments and civil society groups. In addition, policy, political and technical review, internal and external report writing and editing, and media liaison are key aspects of the role. It also involves significant co-ordination and liaison with other campaign teams and departments. The role also requires effective cooperation with key external stakeholders including EIA partners in Africa, Asia and elsewhere as required. Significant travel particularly to West/Central Africa and Asia is required as part of the role.

Salary £ 40-46K

Grade 3 (1) – 3 (2) (depending on skills and experience)

Application closing date Nov 22nd

Organisational Matters
The SWC will report to the Elephant Campaign Leader and line manage members of the Elephant Campaign Team and consultants as required. The position is based in EIA's London office. There may be some possibility to work from home on specified days to be agreed with the Campaign Leader. This is a full-time post starting as soon as possible.

Main Responsibilities

Campaigns

- Provide support for the Campaign Leader and other senior members of the organisation as directed
- Co-ordinate with other members of the team to deliver campaign activities
- As needed, develop and continually revise effective strategies and advocacy plans for achieving the campaign goals
- As needed, develop position statements and take responsibility/participate in key policy deliberations such as under CITES
- Oversee targeted research projects and participate in the planning and execution of field trips
- Represent the organisation at relevant conferences and meetings as required including high-level events and meetings with government officials, NGOs and other groups
- Plan, manage and oversee the production of high-quality reports, short films and other campaign outputs in close coordination with EIA's Communications Department
- Maintain existing relationships and build new contacts with relevant stakeholders such as high-level politicians, government officials, and civil society partners
- Pro-actively identify strategic opportunities to further Campaign goals (for example, developing relationships with new contacts, identifying new strands of work etc.)
- Act as a spokesperson for the campaign as required for example participating in media interviews

Monitoring and Evaluation (M&E)

- Ensure that relevant activities under all EIA Elephant Campaign related grants /projects (as specified by the Campaign Leader) are carried out in a timely manner and within budget
- Ensure that the activities in the Elephant Campaign tracker are assessed and updated regularly for internal M&E purposes

Fundraising and donor reporting / management

- Work with the Campaign Leader and Fundraising Department in the production of proposal and reports for donors
- Produce narrative reports for donors and other stakeholders, as required
- Assist the Elephant Campaign Leader and EIA's Fundraising Department in identifying new funding opportunities and production of funding proposals

Financial Planning and Budget Management

- Ensure that financial reporting requirements are met in close coordination with EIA's Finance and Fundraising Departments
- Ensure that budgets are developed and signed-off for all project-related activities prior to expenditure
- Assist in producing financial forecasts associated with Elephant Campaign quarterly plans and produce expenditure reports on time and in the required format as required
- Submit expenditure reports on time and in the required format

Team Management

- Act as Line Manager to Elephant Campaign staff members as required
- Develop workplans for staff members for delivering the Elephant Campaign strategy including assigning priorities and tasks to relevant Elephant Team members
- Establish a collaborative team culture where team members feel valued and understand their role and responsibilities
- Coaches and supports team members to achieve their targets, development goals and career aspirations
- Advise and assist campaigners in implementation of tasks
- Regularly check-in on staff progress in 1-2-1s and team meetings
- Assist in the recruitment and management of new staff and volunteers as required

Internal Communications

- Coordinate with relevant staff within the Wildlife Programme as well as with staff in other campaigns/departments as needed
- Provide required information on the Elephant Campaign for EIA staff meetings
- Liaise with EIA's US wildlife team as appropriate

Strategic Planning

- Work closely with the Campaign Leader to develop 3-year and annual campaign strategies for EIA's Elephant Campaign
- Assist in the production of strategies on cross-campaign wildlife issues
- Participate in EIA's Long Term Strategic Planning as required

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PERSON SPECIFICATION

Essential

- Educated to degree level/demonstrated experience in a relevant field such as communications; journalism; law / public policy; science

- Proven experience in project management including donor reporting and budget management and financial reporting
- Proven advocacy skills and working with governments and other stakeholders
- Proven experience in building and maintaining effective working relationships with diverse professional contacts
- Experience working in an international environment, or with partners based overseas
- Personable/persuasive with ability to positively engage diverse contacts from various fields
- Demonstrated experience in building collaborative team culture and effective line management
- Ability to work well within a diverse team
- Experience in drafting public-facing campaign outputs as well as fundraising proposals and reports
- Experience in conducting, reviewing and editing research and interpretation
- Proven ability to work independently with strong time-management and organisation skills, with attention to detail and ability to manage multiple tasks and priorities
- Excellent written and oral communication skills
- Legal right to work in the UK
- Prepared to travel outside the UK at short notice

Desirable

- Experience in working on wildlife trafficking and/or conservation issues
- Experience in managing funding from statutory sources (particularly US and UK governments)
- Experience in using social media channels in the professional context
- Experience with media interviews and public-speaking and high-level external communications
- Working knowledge or fluency in at least one of the following languages: Yoruba, French, Portuguese, Chinese, Vietnamese