

<b>Job Title</b>	<b>PROGRAMMES MANAGER</b>
<b>Location:</b>	Dauin, Negros Oriental, Philippines (option for role to be partially remote)
<b>Salary:</b>	£25,000 GBP per annum (starting)
<b>Contract Length:</b>	Permanent (Full Time) following a 3-month probation period
<b>Job Start Date:</b>	April 2024
<b>Reporting to:</b>	Directors
<b>Closing date for applications</b>	February 12, 2024 (23:00 <a href="#">UK BST</a> time)

## ABOUT REEF-WORLD

The Reef-World Foundation is a registered UK charity delivering practical solutions for marine conservation around the world. We are a small but highly effective team of passionate and dedicated individuals who are driven by achieving lasting conservation impacts in areas of the world where it is needed the most. We started working with local fishing communities in Thailand in 1999. Today we operate across 15 countries, supporting governments, businesses and communities to sustainably develop their coastal resources.

In partnership with the United Nations Environment Programme (UNEP), we are working to put a stop to the environmental impact of the global marine tourism industry through the internationally recognised Green Fins initiative. The reality is that coral reefs could be gone in your lifetime - if they go, the health and wellbeing of people and the planet go with them. Reef-World is working to buy more time for coral reefs to thrive by mobilising collective, urgent and wilful action through the marine tourism industry.

Our work involves supporting, inspiring and empowering governments, businesses, communities and individuals around the world to act in conserving and sustainably developing coral reefs and other coastal resources.

The Reef-World Foundation is subject to UK employment law.

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### TO INSPIRE AND EMPOWER

## Main Purpose of the Role

The **Programmes Manager** is a key leadership role within the organisation and is responsible for the delivery of assigned Reef-World Programmes.

The Programmes Manager reports directly to the Directors, and takes day-to-day responsibility for the delivery of Reef-World's Programmes, and contributing to the strategic direction of the charity. The main responsibilities of this role are:

- Lead Reef-World's Programmes
- Provide leadership and mentorship to Reef-World's Programmes Team
- Organise, develop and deliver programmes in line with Reef-World's strategic plan
- Build new implementation partnerships and maintain existing ones

## Reef-World's Core Values

- **We empower** our colleagues, our stakeholders, our partners and our supporters to have conservation impact.
- **We collaborate**. Our approach is not competitive - the more we collaborate, the stronger the conservation impact we will have.
- **We are innovative**. We are not afraid to break from the norm, and use innovative approaches and technology, for conservation impact.
- **We stay optimistic** in our decision making and in our approach to tackling global conservation issues.

## Reef-World's Commitment to EDI

Reef-World has incorporated an Equality, Diversity and Inclusion (EDI) framework into its recruitment processes, resulting in more than 50% of leadership positions within the organisation being held by female professionals. Additionally, we take pride in operating as a fully remote team, engaging in asynchronous collaboration across various time zones.

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## Main Duties and Responsibilities

### Programmes Management

- Leading the development of the programmes strategy and workplan in line with the Charity's strategic plan
- Supervise, monitor, evaluate and report on the delivery of assigned programme activities, reporting to the Directors
- Develop and oversee existing and new programmes to further the Charity's mission and deliver on the strategic plan
- Support Directors to develop budgets and operating plans for assigned programme(s) and reporting to grantors

### Programmes specific responsibilities (Green Fins)

- Lead on maintaining effective and regular communications with Green Fins national teams and member stakeholders
- Develop, monitor progress against, and deliver on national Green Fins implementation strategies
- Oversee Green Fins MEL systems and processes
- Ensure GF educational materials (incl. courses, digital tools, materials) are effectively delivering on programmes objectives
- Oversee capacity building intervention development and implementation in line with the needs of national teams and the national implementation strategies
- Lead on Green Fins progress reporting for partners and funders
- Oversee the management of Green Fins memberships in the Green Fins Hub
- Collaborate with the Communications team on the development of Green Fins awareness raising materials

### Communications

- Ensure the Reef-World's communications and digital assets are adequately representing assigned Programmes and any branding guidelines
- To ensure the assigned Programmes' communications align to and deliver on Reef-World's strategic plan and charitable objectives;
- Support the development of Reef-World's Impact Report

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## Personnel Management

- To supervise and manage Reef-World's Programmes team including tracking delivery against grants inline with the organisation's strategy
- Provide positive and empowering leadership to the programmes team, including through regular 1-1s, organisation and team meetings, team socials and coffee meetings - following standard internal protocols
- Support the Directors in ensuring all Programmes team members understand their roles, are engaged in Reef-World's strategic direction/ goals and fulfil their responsibilities in line with their personal annual targets
- To oversee the recruitment, contract development and management, and onboarding of new Programmes team members as required;
- Create the conditions to ensure effective teamwork and morale in line with Reef-World's Culture of Care
- Support the Directors in appraising and improving the performance of Reef-World's Programmes team

## Culture of Care

- Ensure the definition and validity of well-being days is fully understood among Programmes staff, and utilised
- Champion reflection and wellbeing days
- Champion responsible boundaries with work for team members
- Champion the support provided by the Reef-World team coach

## Office Management

- Lead the upkeep of the SE Asia office (e.g. cleaning, monthly bills payment, maintaining communications systems)
- To be responsible for ensuring the SE Asia office remain a safe, comfortable, effective and efficient working environment for staff
- Identify opportunities to improve the SE Asia office to create a positive working environment for staff
- To be responsible for the maintenance of Reef-World's vehicles and equipment in SE Asia HQ

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## Internal Communication

- Use and champion internal communications platforms and channels, ensuring they are fully embedded into daily working life of the Programmes team and provides an effective two-way flow of information with staff
- Utilise internal communication platforms and channels to maintain regular communication between Reef-World pillar teams, Managers and to Directors
- Ensure communication and methods of working with Reef-World staff is informed by insights gained from TypeCoach personality analysis

## Fundraising and Networking

- Assist in identifying and fundraising through relevant grants and private sector donations for associated projects
- To represent Reef-World at exhibitions, conferences, shows, events and media interviews

## General

- Ensure organised accounting and reimbursement of all Reef-World expenses to the Directors
- To follow all international, regional, national and local laws at all times
- To ensure Reef-World staff follow all international, regional and local laws at all times

*The employee's duties may from time to time be reasonably modified as necessary to meet the needs of the Charity and/or associated project.*

## WHAT WE'RE LOOKING FOR

We are looking for an experienced Programmes Manager to lead our Programmes Team in delivering our marine conservation programmes within the scope of the charity's strategic plan. The successful candidate will be an experienced international conservation strategist, with a good understanding of relevant policy and the funding landscape, and experience in grassroots marine conservation implementation.

You should be a proactive and resourceful leader, and an excellent communicator. You will be a strategic thinker who is details and processes driven and goal oriented. You will naturally approach tasks with a sense of curiosity, patience and the ability to consider the bigger picture impact of your work. You'll be open to new experiences and adventures, adaptable and have a good sense of humour!

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## SKILLS AND EXPERIENCE

### Essential

- A certified and active scuba diver
- Bachelors in science / relevant qualification in project management (3 additional years of relevant industry experience may be considered in lieu of a degree / qualification)
- 4 years experience leading conservation programmes strategy and delivery
- Proven experience of partnering with governments and NGOs to achieve conservation impact
- Experience working in multiple locations around the world and / or within international teams
- Ability to engage respectfully and effectively with relevant stakeholders to deliver projects within the context of working in developing countries
- Prior experience in leadership and team management
- Proven project management, delegation and time management skills
- Strong written and verbal communication skills, excellent technical communication with peers and non-technical stakeholders
- Fluency in English is required
- Excellent attention to detail
- Excellent organisational and planning skills
- Strong problem-solving skills
- Possess good interpersonal skills, ability to think and act strategically

### Desirable

- A Masters degree in a relevant field
- Prior experience of successfully nurturing diversity, equity and inclusion within a team / organisation
- Previous experience in leveraging private sector financing for conservation projects
- Technical proficiency including platform or web application development, product development and community management
- Multilingual
- Experience using GSuite including GDrive, Docs, Gmail and GCalendar
- Previous experience working knowledge of within the diving or marine tourism industry
- Training or experience in behaviour change communications and design for the environment

Reef-World believes that a team with diverse experiences and backgrounds generates richer discussions and more nuanced thinking that will magnify our conservation impact. We strive to be an inclusive workplace where everyone feels welcome and respected. We are an equal

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opportunity employer and welcome applications from anyone with the required skills and experience: whatever their background or location. We actively encourage applications from those whose identities reflect the diversity of the communities and networks we serve and whose identities are traditionally underrepresented in the conservation sector.

## BENEFITS

### Holiday entitlement

30 days a year.

### Flexible working

The Directors are based in an office in Bristol, and we have a field office in Dauin, Negros Oriental in the Philippines. As an international team working across time zones, our working policy is flexible and hybrid.

### Pension

For all employees, we pay a minimum of 3% of your qualifying earnings per month (over £6,240). For UK employees, you'll pay a minimum of 5% of your qualifying earnings per month.

### Culture of Care

As an organisation, we are invested in the personal and professional long-term success of our Reef-World team. Reef-World's vision for a Culture of Care embodies a collection of support mechanisms aimed at enhancing the well-being of our team and enabling each of us to properly care for ourselves, our teammates and our network. These include -

- Access to a team coach
- Access to personality type tool analysis for yourself and your team
- Reflection days - dedicated time to reflect on your successes and takeaways
- Personal Development days, with a small budget to ease you in (think training, new books, new classes, experiences)
- Dedicated, and respected, focus time throughout your working week
- Exemplary and effective internal communication mechanisms

### Staff

A small, friendly and ambitious team

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## HOW TO APPLY

Please email **your CV** and a **separate attached cover letter** specific to this position to [apply@reef-world.org](mailto:apply@reef-world.org). In your cover letter, please include how you meet the job specifications and why you feel you're the best person to help us boost our global conservation impact. If you're a diver, please include details of your qualifications and the number of dives.

We will get back to you after the team has reviewed your application if we would like to pursue your application. Due to the expected volume of incoming enquiries, the charity does not have the resources to provide feedback on applications that have not been accepted. If you do not hear from us, then take note that we have decided not to take your application further, and we wish you the best of luck in your career.

Applications close **February 12, 2024 (23:00 UK BST time)**.

Round 1 of interviews (online) week commencing **February 19, 2024**.

Round 2 of interviews (online) week commencing **March 4, 2024** (*you will be expected to complete a short assignment if you reach this stage*).

<https://reef-world.org/join-us>