

**Position Title:** Senior Programme Officer for Conservation, Sigrid Rausing Trust

**Purpose**

To manage the Conservation programme which is a new initiative for the Trust. The role focuses on supporting the smooth and efficient implementation of a grant-making programme providing financial support to organisations seeking to protect the environment through biodiversity conservation, habitat restoration and sustainable land and resource management.

**Relationships and reporting lines**

The Senior Programme Officer reports to the Executive Director, and in his/her absence to the Director of Programmes. Key relationships will be with other programme staff and with the Trust's administrative team.

The post holder will have the part-time support of a programme associate.

**Senior Programme Officer duties and responsibilities:**

The post holder will have primary responsibility for the Conservation programme. The main duties and responsibilities will be to:

- Develop the strategic direction of the Conservation programme;
- Identify potential grant applicants by researching organisations in the field, networking and attending events related to environmental protection;
- Review submitted applications, interview potential grantees, prepare analytical reports and develop grant-making recommendations to the Board of Trustees;
- Manage the distribution of applicants to the programme to ensure an appropriate balance across the monthly grant-making meetings;
- Maintain relationships and regular communication with grantees, including site visits and attendance at grantee events;
- Keep informed of developments in the programme area;
- Develop relationships with other donors and academics in the field; and
- Represent the organisation externally at national and international conferences.

**Other Duties:**

- Carrying out similar duties for other programme areas if required;
- Conducting research into thematic or funding related issues relevant for the Trust as needed, and
- Such other duties as the Trust may reasonably require.

## **QUALIFICATIONS AND BACKGROUND:**

### **Education:**

- Master's degree in a field related to environmental sciences or conservation.

### **Essential experience:**

- At least seven to 10 years' work experience in the field of conservation.
- Demonstrable interest in conservation and a commitment to supporting grassroots and national level conservation actors.
- An up to date understanding of the major issues affecting conservation.

### **Desirable experience:**

- Experience of working in different national and regional contexts, particularly in the Former Soviet Union, Central and Eastern Europe, the Balkans or the Middle East and North Africa.

### **Skills:**

- Excellent communication skills (written and oral);
- Able to write concisely and persuasively and to present ideas confidently in English;
- Excellent research and analytical skills and good attention to detail;
- Ability to meet deadlines and manage multiple tasks;
- High level of numeracy and computer literacy;
- Excellent interpersonal skills and ability to work with people at all levels and from a variety of ethnic and cultural backgrounds.

**SRT is only able to consider applications from candidates who already have the right to live and work in the United Kingdom. The post will be based in London and will require travel up to a minimum of six weeks a year in the UK and internationally.**