



Programme Manager *Candidate Pack*

June 2022



Welcome

Thank you for your interest in our Programme Manager role.

Over the last 20 years SOS, our incredible frontline partners and our global network of supporters have undoubtedly helped orangutans to survive in Sumatra. From planting over 2 million trees to restore lost forests, to saving the lives of more than 200 orangutans, and engaging upwards of 10,000 local people in conservation action, we're hugely proud of the impactful programmes and partnerships we've built.

Yet, both Sumatran and Tapanuli orangutans remain in a highly precarious position.

Orangutan conservation needs to undergo a step change. We need to move beyond survival – we need to enable wild orangutans to *thrive* in resilient forests.

We're focused on the solutions, and our work builds resilience – for orangutan populations, for their fragile forest ecosystems, for the communities who act as custodians of their natural environment and for the global climate.

SOS is part of a network of conservation optimists, and I am in the fortunate position of having my optimism bolstered on a daily basis by the great strides that our partners and allies in Sumatra are making. Of course, we need more than optimism to achieve real results, but we also have a plan, and all the ingredients to turn that plan into a conservation success story for orangutans, forests and communities. We are partnering with fantastic, effective frontline organisations doing some truly impactful work; there are tried and tested programmes that are ready to be scaled up; there are innovative approaches that are ready for investment.

We are looking for an exceptional conservationist to join our team and help realise our ambitious plans. Our new Programme Manager will play a vital role in enabling us to deliver game-changing programmes and partnerships. This will enable us to scale up our impact to meet the many opportunities and challenges that lie ahead of us. You'll be joining an incredible team, and we'll do everything we can to help you succeed. This position also offers some unique rewards – this is a real chance to play a vital role in the protection of an iconic species, as well as enabling a charity to achieve transformational impact.

SOS is a small organisation with a big mission. We're striving to change the way that Sumatra's forests and wildlife are valued, managed and protected. If that's the sort of challenge that excites and energises you, we can't wait to hear from you. Together we can make a valuable contribution to the protection of orangutans, their forests and their future.

Helen Buckland
Director

Job Description

Job Title: Programme Manager

Salary: £32 - 35k depending on experience

Benefits: 25 days annual leave + public holidays, 5 % pension contribution and continuous professional development.

Terms: Full-time (37.5 hours/week), permanent

Reporting to: Conservation Director

Line management responsibilities: None.

Location: Flexible - remote or hybrid working at our office in Abingdon, near Oxford are both an option, with the ability to attend quarterly team meetings in Oxford, Bristol or London, and occasional travel to Indonesia.



Job Purpose

To support the development, delivery and evaluation of high-quality, effective conservation programmes and partnerships to enable wild orangutans to thrive in resilient forests.

Role summary

This exciting and varied role demands vision, determination, a passion for our cause, and a combination of brilliant relationship building and data skills. Joining an optimistic, open and supportive culture, you will have the freedom to innovate and explore exciting new ways to advance our mission.

You will work closely with our Conservation Director and wider programmes team, including our GIS and remote sensing specialist, environmental anthropologist and community development and livelihoods specialist, as well as collaborating with our frontline partners and external stakeholders.

Main responsibilities include:

- Support programme development and delivery, including the management of existing projects and partnerships, whilst also developing and co-ordinating new initiatives.
- Design and deliver SOS's impact assessment process, feeding into decision-making to enhance programme and organisational impact.
- Responsible for MEL, including development of a robust monitoring and evaluation framework and project metrics to track progress towards long-term impact, and analysis, compilation and dissemination of reports and data.
- Develop and maintain relationships with strategic partners, collaborators, and stakeholders to further the delivery of our strategy.
- Oversee programme planning, administration and financial management, including budgets and workplans.
- Work closely with, and provide technical support to, our in-country partners to support the development of conservation and management capacity.
- Contribute to the development and delivery of communications and fundraising, ensuring the smooth flow of information between the Programmes and Development teams, exploring and developing opportunities to access Institutional funding, and managing these applications and the reporting requirements.

Detailed Responsibilities

Conservation Programme Management and Development

- Support the effective management and development of the charity's conservation programmes and partnerships, enhancing their reach and impact.
- Contribute to new project and partnership design and development in line with the SOS strategy.
- Ensure the organisation is kept up to date regarding emerging evidence, thinking and opportunities related to our key areas of work.
- Work closely with the Conservation Director and partners to develop and track annual and multi-year programme budgets and workplans.
- Oversee overall operational and financial management of the programmes, including financial reporting.
- Travel to partners' field sites to monitor and support projects.

Impact Monitoring & Evaluation

- Ensure that all SOS programmes and activities have a monitoring, expenditure and evaluation plan.
- Responsible for the technical design, delivery and use of context-appropriate, pragmatic MEL frameworks, including co-development of project KPIs, to present evidence and demonstrate outcomes.
- Design and oversee systems to enable robust and practical data collection and analysis, to understand the impacts of SOS-supported programmes, and use this information to inform decisions and communicate findings to key project stakeholders.
- Coordinate the collection of monitoring and evaluation data on a regular basis, in line with program needs and working with relevant team members and other technical experts, ensuring a regular flow of data from SOS-supported frontline programmes.
- Identify and share with team members any successes, challenges, opportunities and trends that emerge from data analysis to help the project adapt as it is implemented.
- Promote and ensure effective oversight of project and partnership activities, including impact reporting, and an appropriate cycle of monitoring, evaluation and adaptation.
- Lead on learning and adaptive management, ensuring that lessons learned are applied between and across programmes;
- Support the capture and communication of measurable and meaningful impact indicators that are fed back into strategy progress monitoring.
- Ongoing analysis and interpretation of project data, delivering insightful reports on a regular basis.

Reporting & Communications

- Support the development of tools and templates for data collection and analysis, and partner reporting templates
- Monitor and review delivery partners' activity, impact and financial reporting, conducting annual monitoring visits to SOS-supported projects and completion of monitoring reports.
- Support the communication of conservation challenges and trends, as well as programme impacts and successes, working closely with fundraising and communications colleagues.
- Prepare internal and external reports and briefings, effectively communicating the charity's vision and outcomes.
- Work with colleagues to coordinate and develop external communications content, capturing and sharing key milestones, news and impact from SOS-supported projects and partners.
- Support the flow of programme news, updates and stories to ensure that our supporters are connected to the work that they enable through their donations.
- Support SOS's annual reporting process through the compilation and interpretation of programme data, case studies and highlights.

Stakeholder Relations and Engagement

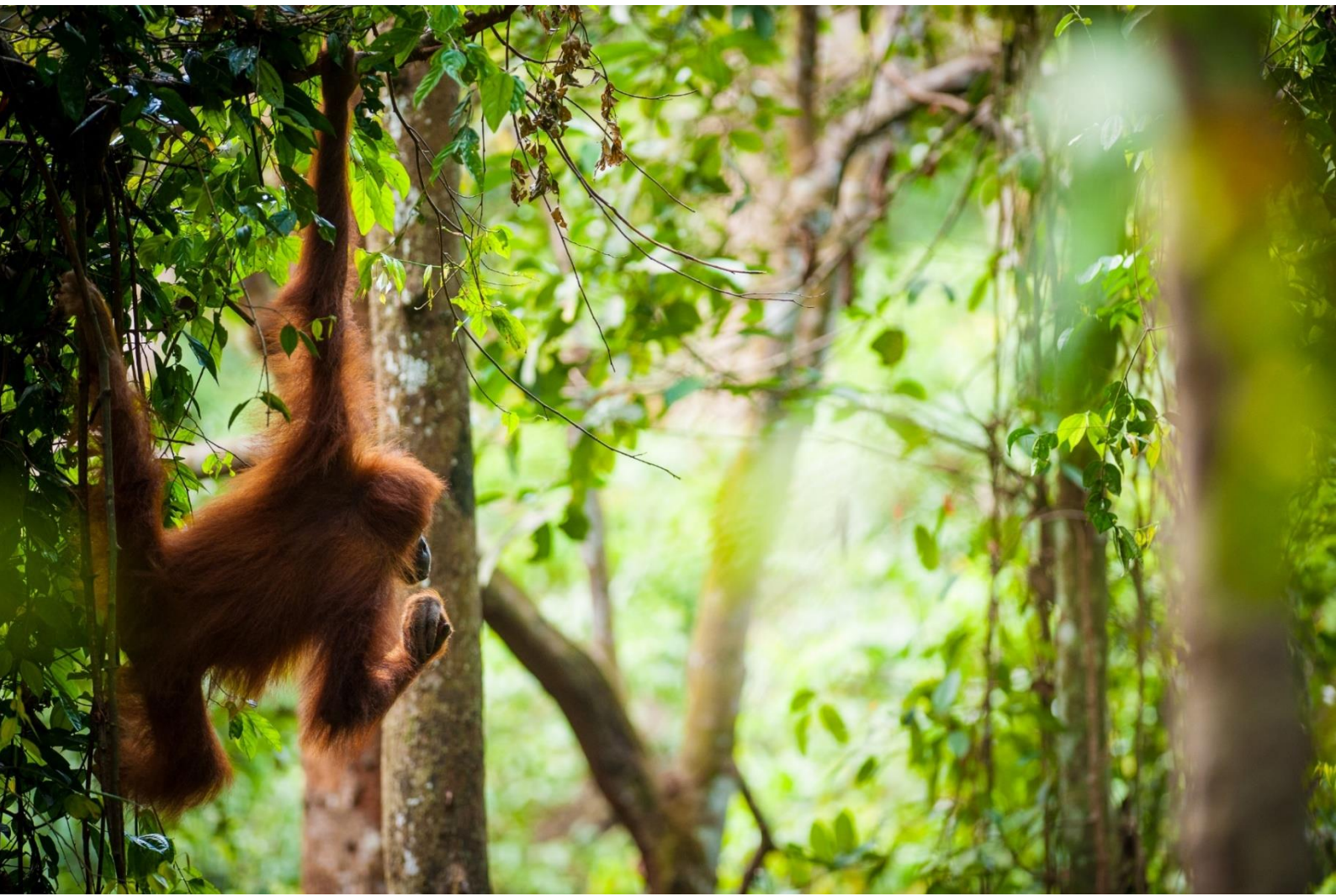
- Build and maintain external conservation networks and relationships with existing partners and stakeholders, and seek out and develop new strategic relationships to further the delivery of our mission and strategy.
- Support capacity development with key partners in robust strategic planning, management, monitoring and evaluation, and adaptive management processes to deliver maximum impact.
- Promote information sharing, learning, co-creation and collaboration amongst key partners and stakeholders.
- Support partners to develop their workplans, budgets, narrative and financial reports.
- Assist in the planning, preparation and organising of partner and stakeholder workshops and meetings.
- Support MEL-related training for partners or programme team when needed
- Work closely with partners and prospective partners, identifying non-monetary and capacity-building needs and opportunities, to help us to achieve our strategic priorities and to achieve their own growth and development objectives.
- As the only Programme role based in the UK, a particular focus on building stakeholder relationships in the UK.

Rallying Resources

- Working closely with the Development team, support the coordination, writing and development of high-quality proposals based on programme needs, priorities, and plans.
- Lead on developing our pipeline of institutional donors, including identifying prospects, writing proposals, managing grants, reporting, and maintaining strong relationships.
- Manage and deliver on the reporting requirements of institutional donors, keeping to the prescribed timetable and providing excellent quality reports.

Other

The Programme Manager will act as an ambassador, advocate, fundraiser and communicator for the organisation, representing SOS and our work with enthusiasm and authority. You will undertake any other duties which may be reasonably required in the position and contribute to the wider activity and the overall success of the organisation.



Person Specification

Who are we looking for?

Our new Programme Manager will be an impact-driven strategic thinker with a demonstrable commitment to the mission and values of SOS. You will have considerable (at least 5 years) experience of developing, managing and monitoring the delivery of conservation and/or development programmes internationally – ideally in Indonesia. An exceptional communicator and relationship manager, you will have a proven ability to develop effective and lasting partnerships with a range of stakeholders.

If you recognise the following skills and qualities in yourself, then we'd love to hear from you:

- **Achieving Results**

You will be a driven and pragmatic conservationist with substantial experience of supporting high quality community-led conservation and/or development programmes – ideally in Indonesia. You will have a flair for data, and a commitment to developing a robust evidence base for the planning, delivery and adaptive management of conservation programmes. You will be able to demonstrate the ability to set clear goals and priorities and take responsibility for working in a collaborative manner to ensure their delivery, while demonstrating tenacity and enthusiasm in achieving them.

- **Programme Management and Development**

You will have proven skills and experience in supporting the development and management of multiple complex community-based and landscape-level conservation and/or development initiatives, including their design, planning, monitoring and reporting. You are solutions-oriented with effective problem-solving abilities, and an ability to adapt to opportunities and challenges. You will also have sound levels of financial management.

- **Partnership and Relationship Building**

You will take pride in your excellent relationship management, networking and influencing skills, and have experience of putting these skills to use when engaging with key partners and stakeholders. This extends to a proven track record of strengthening the effectiveness of local partner organisations through capacity building and supporting the adoption of robust systems to plan, monitor and report on conservation and/or development programmes.

You should have experience of supporting teams remotely, working across time zones and cultures, building positive and collaborative relationships, and be able to work in a flexible, adaptable manner. You will be able to thrive in a small team, build effective working relationships across the organisation and our networks, and able to both energise and support colleagues to deliver outstanding results.

- **Communication**

The ideal candidate will be a skilled and proactive communicator, able to represent and advocate on behalf of SOS. You will be able to build our credibility and profile, and should possess excellent verbal and written communication skills. As well as a demonstrable ability to prepare high quality written materials appropriate to a range of audiences, you should have excellent interpersonal, networking and presentation skills.

- **Knowledge**

You should have broad and current knowledge of biodiversity conservation issues in Indonesia, with specialist knowledge of at least one of our current workstreams (community-led conservation including sustainable livelihoods programmes, social forestry, rewilding, human-wildlife conflict mitigation, conservation science, policy and management, landscape approaches to ecosystem and species conservation).

- **Passion and commitment**

You should be committed to SOS's mission and work, with a desire to drive it forward with energy and determination, excited by the opportunity to make a substantial contribution to the protection of Sumatra's orangutans and their forest home.

- **Alignment with SOS's values**

You will be a supportive and flexible team player, with a positive and optimistic attitude. You will have the ability to listen to and learn from others whilst offering constructive advice as and when required. You can read about our values and what they mean to us on the [SOS website](#).

Other desirable personal attributes and aptitudes include:

- Innovative and adaptable, and enjoy working in a dynamic environment.
- Fluency in English and a working proficiency in Bahasa Indonesia.
- Ability to organise, collate, analyse and interpret information and ecological and social data (both qualitative and quantitative).
- Outstanding time-management, administration, organisational skills and attention to detail.
- Self-motivated, proactive and resourceful with a structured and methodical approach to work.
- Ability to make strategic recommendations based on analysis, experience, instinct and judgement.
- Experience of delivering multiple projects simultaneously.
- Confident, persuasive, authoritative and approachable manner.
- Willing to be flexible and hands-on.
- Able to thrive in a small team as well as working independently.
- Willing and able to travel to Indonesia, including travel to remote locations.

Why work with us

Mission

We are on a mission to enable wild orangutans to thrive in resilient forests. We operate at the frontline of some of the world's most pressing environmental and social challenges, implementing effective and scalable responses with communities at their heart.

Culture

We're a small and nimble organisation, quick to embrace new opportunities and implement promising ideas. We expect and support our staff to take a lead in their own work, offering scope for creativity and strategic input.

Professional development

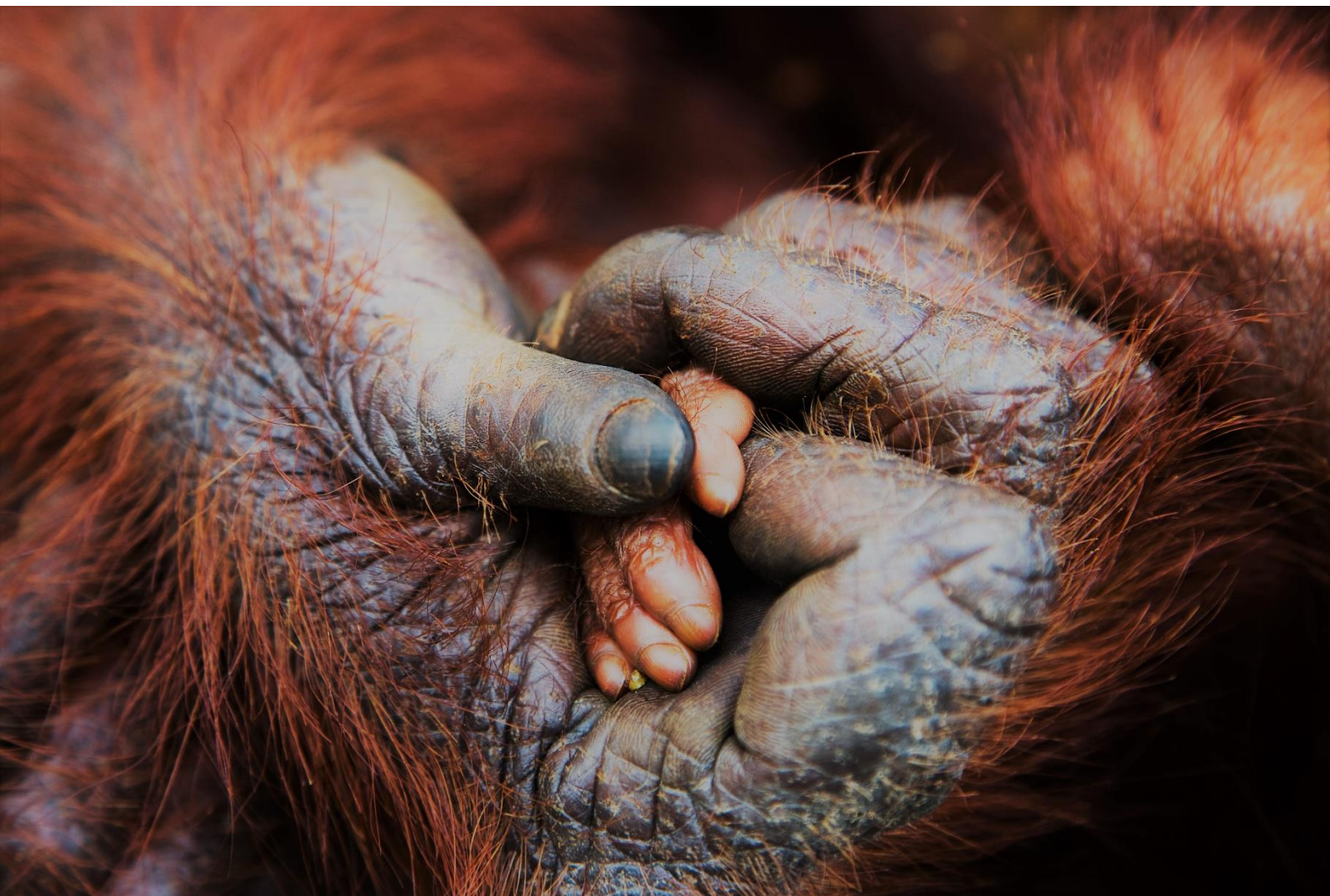
We challenge and support our team to grow their skills, providing exposure to different work experiences and training opportunities.

Adventure

We offer opportunities for travel, to see the results of your hard work for yourself – making you an even more passionate ambassador for our mission and our work.

Unity

Our small team and board of engaged trustees work closely and collaboratively together, sharing ideas, celebrating successes and breaking barriers to accelerate our impact.



How to Apply

Please send your C.V. and contact details for two referees (who will not be approached without your permission), alongside a detailed covering letter (no more than two pages) explaining your motivations for working with SOS, and how your skills and experience make you an outstanding candidate, to: recruitment@orangutans-sos.org

Timeline

- *Closing Date:* 10am on Wednesday 20th July 2022
- Interviews are planned to take place during the week commencing 1st August. Second interviews may be arranged.

To find out more about our work, please visit our website: orangutans-sos.org

If you would like an informal discussion about this role before applying, please contact Helen Buckland, Director: helen@orangutans-sos.org / 01235 530825

Equality, Diversity and Inclusion

At SOS we are committed to Equality, Diversity, and Inclusion as core to our operations, and our commitment is alive as we seek to grow our team to enable us to meet our ambitious plans. We welcome applications from any person who is interested in this role and has the skills, ambition and energy to make it happen.

Equality: We make sure that everyone is treated fairly and with dignity and respect. We challenge discrimination and remove barriers, so that everyone has opportunities to achieve their desired outcomes.

Diversity: We recognise the benefits of different values, abilities, and perspectives, and celebrate people's differences. We promote an environment that welcomes and values diverse backgrounds, thinking, skills and experience.

Inclusion: We operate a working culture where everyone has equal access to opportunities and resources, and where everyone feels valued and accepted. At SOS we welcome everyone to contribute and have a voice and we make reasonable adjustments to facilitate active participation.



SÖS Sumatran
Orangutan
Society