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## JOB DESCRIPTION

<b>Position title:</b>	Design and Impact Advisor (Monitoring)
<b>Reports to:</b>	Director, Conservation Strategy & Performance
<b>Supervises:</b>	Project staff and consultants as appropriate
<b>Grade:</b>	B2
<b>Date:</b>	March 2012

**I. Mission of the Department:** The Conservation Strategy & Performance Unit (CSPU) keeps the “Big Picture” overview of WWF’s global conservation programme by monitoring the performance and impact of programmes delivering the Global Programme Framework; it develops results-based management best practices in WWF programmes, especially in Global Initiatives, and supports the evolution of a learning culture to ensure the multiplication of successful conservations strategies.

**II. Major Functions:** Drives results-based management best practices (as defined in the WWF Programme Standards) in global priority programmes, especially Global Initiatives, with a focus on planning, monitoring and evaluation.

**III. Major Duties and Responsibilities:**

- Provides direct technical support in planning, monitoring and evaluation to staff implementing Global Initiatives (whether in the GI team or a contributing programme or office)
- Provides training in Programme Standards, especially planning and monitoring, to staff implementing Global Initiatives, mentors those staff and ensures they are integrated into communities of practices such as the Conservation Design & Impact Network and the Conservation Coaches Network
- Develops synergies and shares lessons between programmes addressing the same types of biodiversity or footprint targets especially in relation to planning and to developing impact monitoring systems
- Helps programmes access and use data for monitoring impact and performance indicators
- Conducts audits and evaluations following standard protocols to learn lessons and make recommendations for adaptive management and the replication of successful strategies in similar programmes
- Helps review annual programme reports and provides input into the annual global conservation programme report for Conservation Committee and the International Board
- Acts as a thought leader in one area of the Programme Standards - Monitoring - and ensures the latest research and innovation in that area is integrated in the guidelines and tools to ensure they represent best practices in results-based management
- Acts as a champion for the Programme Standards and encourages their adoption, including through the development of communications and marketing materials
- Represents WWF in key partnerships as requested to further the adoption of, and development of capacity for, results-based management
- Helps ensure programmes adopt and use Insight

- Provides support and advice to WWF's Results-based Management Group
- Monitors application of the Programme Standards to assess the impact of Standards application on conservation programmes, and to enhance a learning culture in WWF.

**IV. Profile:**

**Required Qualifications:**

- A degree in an environmental science or relevant subject;
- At least 7 years experience in strategic planning, programme design, monitoring and evaluation, preferably in a conservation or environmental organization.

**Required Skills and Competencies:**

- Experience in the planning, monitoring and evaluation of conservation programmes and the application of appropriate tools essential
- A working knowledge of the WWF Project and Programme Management Standards (or an equivalent version of the Open Standards for the Practice of Conservation) and their application preferable
- Analytical thinker with strong strategic orientation;
- Excellent organizational skills with ability to prioritize;
- Strong interpersonal and communications skills;
- Fluent English required, with excellent writing skills; other languages an advantage;
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

**V. Working Relationships:**

**Internal:** Works closely with other members of the Conservation Division, in particular other members of the Conservation Strategy and Performance Unit; close liaison with staff from the WWF Network, in particular Global Initiative teams, and Programme Standards coaches and trainers.

**External:** Interacts with technical experts in other international organizations.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Departmental Director: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_