

Field Conservation Programmes Manager

Location: Malapascua, Visayas, Philippines

Duration: Permanent, full time

Closing date for applications: January 29th, 2023

Start date: March 1st 2023 (or as soon as possible)

Remuneration: php 30,000 plus benefits

Reports to: Executive Director

Direct reports: Education Officer, Community Liaison and Science Officer.

How to Apply

Please send your CV/resume and a cover letter outlining how you meet the criteria specified in this description to jobs@peopleandthesea.org. Please state in the subject line 'Application: Field Conservation Programmes Manager'

Organisation Overview

People and the Sea is a non-profit organisation supporting coastal communities in the Philippines to sustainably manage and benefit from their vital marine resources. People and the Sea aims to improve local livelihoods and protect marine biodiversity through a range of community-led initiatives focused on solid waste management, sustainable fisheries, biodiversity & conservation, conservation education, and enterprise development.

Summary of role

The Field Programmes Manager will be one of two key leadership positions with oversight of People and the Sea's work in Malapascua. You will be responsible for the management and coordination of our core programmes, working closely with all staff to ensure they continue to meet their purpose in Malapascua and get replicated to other communities. You will work with the whole team to ensure that the organisation's work remains founded in its mission, principles and goals. You will report directly to the Director but work hand in hand with the Operations Manager.

You have a genuine passion for community-led conservation and championing the role of community organisations in catalysing and enabling inclusive, sustainable resources management. You enjoy working in a small team, and feel comfortable when things don't go exactly to plan.

Responsibilities

Conservation programming and implementation

- Project management for People and the Sea programmes: sustainable fisheries, participatory science, solid waste management, environmental education, economic resilience. The Field Programmes Manager will be responsible for establishing and coordinating yearly work plans, cascading objectives to team members to ensure we achieve our annual goals, being proactive in identifying issues and ways to solve them, adapting plans where necessary and measuring KPIs and impact metrics.
- Lead monitoring and evaluation process, ensuring quality of data collection and data systems
- Provide technical leadership and recommendations for improvement and expansion of programmes
- Ensure project management SOPs and PMPs are updated on a regular basis
- Work in collaboration with the Executive Director on budget management of conservation programmes

Communications and Partnerships

- Writing of technical reports, sharing progress and disseminating results to communities, management committees and other stakeholders on a regular basis.
- Produce regular news updates, blogs and social media updates, summarising efforts, findings, progress, results and challenges
- Writing of educational and instructional materials
- Represent People and the Sea to government, technical partners or funders when necessary

Capacity Building and Learning

- Support the professional development of the team
- Integrate volunteers's missions in work plans and ensure learnings are transferred to the team and the organisation.

Fundraising and Reporting

- Assist with the preparation of grant proposals and reports to funding partners as required.
 - Writing of annual activity reports and programmes updates
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Required Profile

- University degree, preferably at master's level in Project Management, Natural Resources Conservation and Management, Environmental Sciences, or other related field.
- Proven track-record in project management roles. This should include experience in project design and development, and a solid familiarity with the principles of monitoring and evaluation.
- Excellent English communication and writing skills
- Visayan speakers will be given preference

Previous Experience

- Working in a small community and/or remote conservation site
- Can work in a multicultural and multilingual environment
- Strong interpersonal skills including negotiation, conflict resolution and presentation skills
- Outstanding communicator
- Ability to work independently, to organise your time efficiently, and meet tight deadlines

