PROTECTED AREA DIRECTOR JOB PROFILE

<table>
<thead>
<tr>
<th>Job Title: Protected Area Director</th>
<th>Posting Date: 30th June 2022</th>
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<tbody>
<tr>
<td>Department: Programmes</td>
<td>Location: Kenya HQ - Nanyuki</td>
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<td>Contract Type: Permanent-Full Time</td>
<td>Direct Reports: Park and Reserve Directors based in various protected areas within the Space for Giants portfolio</td>
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<td>Reporting to: Managing Director of Conservation</td>
<td>Hours: 40 hrs per week</td>
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About Us

Space for Giants is an international conservation organization, based in Africa, founded in 2011. Our mission is to protect the natural ecosystems on which Africa’s large wild animals depend, ensuring they are valued by local people. We currently work in 11 countries across Central, East and Southern Africa, focussing on some of the most pressing challenges facing the conservation of megafauna today. We have three thematic pillars of work to achieve our mission which are: 1) The protection and management of natural ecosystems and associated value creation for local citizens; 2) Combating the illegal wildlife trade; and 3) Promoting Human-Wildlife Coexistence. We pride ourselves on our highly collaborative approach with national governments, recognising the importance of being relevant to elected leaders and their constituents, striving to ensure that our conservation work is aligned with their priorities. Grounded in world class science, we bring high quality technical expertise and experience to inform and deliver our conservation programmes, wherever we work. We also pride ourselves on being adaptable and nimble to respond quickly to emerging opportunities and evolving challenges in a very dynamic space. To read more visit: www.spaceforgiants.org

Role Summary

The Space for Giants Conservation Department oversees a diverse range of programmes including Human Wildlife Coexistence, Protected Area Management, Conservation Investment, Wildlife Law and Justice and Conservation Monitoring and Evaluation. With a proven track record of conservation management experience, the Protected Area Director (PAD) will manage the Protected Area Management Department at SFG head office. The PAD will oversee the strategic development of a Protected Area portfolio for SFG and ultimately, have each protected area Director on location report into this function. The PAD will report upwards to the Managing Director of Conservation.

Job Description

Performance Criteria

1. Protected Area Management
   - Strategically, develop a Protected Area portfolio for SFG
   - Assist SFG in the identifying potential PA’s to bring into the SFG PA Portfolio
   - With the support of the wider SFG Conservation teams, conduct assessments of target
landscapes and develop Business Plan and Budget for each of these for SFG to proceed with;

- Facilitate Government relations to ensure co-management agreements are successfully negotiated and concluded on target PA's
- Working with SFG’s HR department, secure the required resources for each target PA
- Take responsibility to implement the full value chain of each PA SFG enters a co-management agreement on, to ensure its successful implementation
- Provide daily support to the PA personnel on location of each SFG project, especially focused on financial management and reporting, project management and reporting, grants writing and communication, HR management, Government relations and overall implementation of the projects Business Plan
- Provide project management support across the PA's by tracking and reporting on updates for all projects, tracking key deliverables, targets, budgets vs actuals
- Work with and in support of the Director of Conservation to ensure that all projects are being managed and delivered in compliance with funding contracts and delivery terms
- Carbon Programmes- Work with and in support of the Director of Conservation and Carbon Director to ensure that all projects are being managed and delivered in compliance with funding contracts and delivery terms

2. Financial Management

- Provide project management support across the PA Management department by tracking and reporting on updates for all projects, tracking key deliverables, targets, budgets vs actuals
- PA Management department budget reporting on budget vs actual, adjustments required, red flags
- Work with and in support of the Director of Conservation to ensure that all projects are being managed and delivered in compliance with funding contracts and delivery terms

3. Impact Measurement

- Support the Conservation Monitoring and Evaluation team to develop and maintain an impact measurement framework to measure the division's impact and to monitor and evaluate this over time. In doing so, supporting the Communications Department in reporting SFG's impact to our network of supporters and partners.

4. Fundraising

- Assist with grant writing applications as well as supporting institutional and private grant reporting requirements
- Development of concept notes, proposals, presentations, etc for use in reporting and fundraising

5. Strategy

- Provide inputs to the Conservation Director to inform and shape the units strategy and five year road map

Organizational Governance

1. Finance
   Provide input into the Departmental Budgets on a yearly basis

2. Risk Management
Help identify risks in project delivery and possible mitigation efforts that could be taken.

3. Impact Measurement and Management
   - Record and Report on the Impact each Programme is having based on objectives vs. outcome vs. deliverables and targets to be achieved per Programme
   - Record and Report on loss opportunities and potential reasons for same
   - Ensure adherence to Impact measurement protocols & Standard Operating Procedures for each Programme

4. Regulatory and Compliance
   Record and escalate any regulatory or compliance deviations or risks per programme

Stakeholder Management
1. Strategic Relationships
   Support the Conservation Director in maintaining relationships between
   - Internal stakeholders: Employees, Consultants, interns and volunteers and
   - External stakeholders: Governments, Partner organizations, Donors, Vendors, Giants Club Presidents and associated government points of contact

Performance Management
1. Capacity Building
   - Identify existing and potential staff requirements
   - Oversee development and upskilling of direct and in-direct reports

2. Performance Management
   - Conduct the Annual Performance Management Review with direct Reports
   - Conduct the Cultural Contract renewal process with direct Reports and Interns
   - Record, own and direct reports leave, timesheets and travel requirements

3. Staff Engagement
   - Support the Development and Conduct a yearly Organizational Employee engagement survey
   - Provide assistance and collaborate professionally with interns/scholars as required
   - Engage with team members collaboratively to achieve the objectives of the unit
   - Overseeing adherence to the internal Culture Contract

4. Direct Reports
   - Park and Reserve Directors based in various protected areas within the SFG portfolio

Special Projects
1. SFG ambassador
   - Represent the Conservation Managing Director when requested to do so at meetings, conferences and events
   - Represent SFG professionally and uphold the companies values at any external event or with any external parties
   - Provide input as per special assignments requested by Conservation Director as the need arises

Culture and Values
1. Drive the Organizational Culture to internal and external Stakeholders
2. Conduct oneself and encourage team behavior to create awareness and reinforce Organizational Vision, Values and the Culture Contract

Any other relevant tasks related to the role as directed by the Supervisor
**Person Specification**

**Key Skills:** Experienced in Project management and People management, Efficient, Hard-Working, Driven, Innovative and Organized.

**Uphold the cultural values and code of conduct of Space for Giants:** Passion, Integrity, Respect, Sustainability, and Innovation.

**Experience, Knowledge & Competencies**
- Master’s degree in conservation, natural resource management, programme management, planning, environmental, or in relevant fields
- At least five years of project management within the conservation sector or Natural Resource Management
- Excellent written and oral communication skills (french and portuguese an advantage)
- Demonstrated ability to lead, inspire and mentor a team
- Excellent project and systems management skills
- Proven experience in working with African Governments and other Stakeholders within the conservation space.
- Excellent attention to detail and ability to identify trends and patterns of information.
- Experience writing high quality descriptive reports;
- Exceptional organizational skills, ability to facilitate communication between different locations and ability work independently to meet deadlines
- Independent thinker and showing initiative in developing innovative approaches
- Exceptional interpersonal and organizational skills, ability to facilitate communication between different locations and ability work independently to meet deadlines
- Willingness to undertake significant work related travel
- Working knowledge of various types of conservation technology (including but not limited to SMART, Earthranger, GIS, LoRa etc.);
- Knowledge of law enforcement frameworks and community outreach experience;
- Valid driving license

**How to Apply**
If you meet the above qualifications, skills and experience, apply via this link [Protected Area Director application Form](#). Applications will be reviewed on a rolling basis.

**Deadline:** 30 July 2022
Only short-listed candidates will be contacted for interviews. If you have any questions related to this position please contact: [jobs@spaceforgiants.org](mailto:jobs@spaceforgiants.org)