



Job Description

Project Coordinator (Community Wetland Fund)

Directorate: Conservation

Location: WWT Madagascar

Reporting to: Country Manager

Duty Station: WWT Office, Antananarivo

Project description: WWT Madagascar works with local communities to support them in the management and wise use of wetlands. A new project is being launched that will work with the Madagascar Biodiversity and Protected Areas Fund (FAPBM) and the Ministry of Environment and Sustainable Development (MEDD) to test a new mechanism for providing small grants to community wetland managers. The project will develop supporting procedures and associated training and documentation, and test the fund through provision of two or three annual funding rounds. The position is currently funded for approximately three years by the Global Fund for Ecosystems-based Adaptation, which is administered by the IUCN.

Main function of post: Lead a small project team to work with MEDD and FAPBM to develop a novel small grants mechanism for ecosystems-based adaptations to climate change, and pilot the fund among community wetland managers in selected sites in Madagascar.

Supervisory responsibilities: Two field coordinators, one project officer (eg, small grants manager, to be confirmed) and possibly several short-term research consultants.

Special conditions: The fund will ultimately be managed by FAPBM and the Project Coordinator will work closely with their designated counterpart to deliver the project.

Responsibilities of the post

1. Coordinate the implementation of the new EbA-funded Community Wetland Fund Project, including work planning, partner liaison, consultant recruitment and management, participatory development of fund criteria, application procedures and supporting documents.
2. Meet regularly with the project managers from WWT to report on progress, monitor the budget, document and find solutions to challenges.
3. Meet regularly with the project steering group, comprising the main fund partners – ie, FAPBM, MEDD and WWT – to seek guidance and report on progress.
4. Develop annual workplans for the project with the FAPBM coordinator to ensure project objectives and milestones are met on time.
5. Prepare draft progress reports as required by the Global EbA Fund for submission to the WWT project managers in a timely manner
6. Liaise with WWT finance staff in Madagascar and UK to ensure project expenditures are booked and coded correctly and in a timely manner, and that budgets are controlled effectively.
7. Consult with other bodies in Madagascar that also work on similar granting mechanisms and/or similar

fields of work (eg, conservation NGOs) to fully understand the challenges of small grants schemes and to learn what works and does not.

8. Establish and chair a technical working group to advise as the project progresses.
9. Work with applicants to the fund to prepare suitable proposals and assist them to meet due diligence, planning and safeguarding requirements; liaise with successful applicants during implementation of their proposals and undertake site visits and other monitoring, as agreed with FAPBM and MEDD.
10. Prepare an environmental and social risk assessment for the project, and an appropriate mechanism to ensure the most relevant safeguards are considered in the funding applications of the beneficiaries.
11. Liaise with WWT technical staff in Madagascar as needed to develop the appropriate technical tools for community wetland managers, such as CCVA procedures and safeguarding and reporting mechanisms.
12. Support the project managers and/or FAPBM with fundraising for the fund.

In addition to the duties and responsibilities listed, from time to time the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above.

Line Management

Supervision of up to two field coordinators and one project officer.

Health and Safety

Ensuring the health, safety and wellbeing of everyone is an integral part of how WWT works, creating a safe environment for staff, volunteers and stakeholder through WWT's health and safety policies and guidelines.

Sustainability

Engage with the WWT Sustainability Statement, be aware of negative environmental impacts and incorporating sustainable ways of working.

Dealing with personal and financial data

Adhere to WWT's Data Protection policy and UK-GDPR standards. These requirements will need to be considered in the data protection policy of the WKB, which you will lead on producing.

Other

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: Sept 2024

Amended: n/a

Person Specifications

1. Qualifications

Essential:

- Educated to master's degree standard or equivalent, preferably in an environmental or social science

Desirable

- Additional formal qualification in project management, rural development or a related subject

2. Experience

Essential:

- Experience of managing projects of at least 300m MGA annual budgets
- Experience of sub-grant management, including supporting applicants, vetting proposals etc
- Familiarity with community development and/or facilitation in rural settings
- Working with multiple stakeholders, from national to site level
- Familiarity with donor reporting systems, especially M&E frameworks

Desirable

- Knowledge of and passion for wetlands and the broader natural environment
- Awareness of the twin challenges of biodiversity loss and climate change
- Understanding of sustainable financing criteria, especially in the environmental sector
- Experience working with senior officers from the private sector
- Responding to media enquiries and participating in public-facing campaigns

3. Managerial & Supervisory

Essential:

- Experience of overseeing day-to-day management and supervision of project staff, students, consultants and/or researchers
- Setting tasks, determining priorities and work planning
- Budget management
- Internal and external reporting
- Project M&E

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	3	
Volunteers		
Consultants		0-2

4. Responsibility and skills

Essential

- Fluency in English and French
- Thorough and diligent, with the ability to write clearly, concisely and persuasively in a range of styles and formats (e.g. reports, briefings)
- Good attention to detail and strong organisational ability to manage multiple sub-grants
- Confident and highly organised, with the ability to work well under pressure and with minimum supervision in order to fulfil multiple tasks and meet tight deadlines
- Computer literate, familiar with MS Office applications especially

Desirable

- Experience of working with the news media and communicating via video and radio

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	Up to £50,000
Project Size (normally managed)	Large
Assets (required for job, exc. buildings)	£30,000

5. Creative Ability

Essential:

- Proficient in identifying barriers and developing creative solutions to challenges
- Ability to think strategically and tactically
- Possessing curiosity about and a dedication to nature conservation, and the willingness to continuously learn and develop in support of WWT's strategic aims

6. Contact

Essential:

- Excellent networker, using strong interpersonal skills to build productive relationships with people holding a variety of views and priorities
 - Ability to work closely with Managers and Sponsors of WWT's conservation projects, ensuring effective delivery.
 - Strong and confident communicator, with the ability to inspire, persuade and build trust across a wide range of audiences
 - Reliable team worker, comfortable with working closely and creatively with colleagues
 - Ability to represent WWT locally, regionally and occasionally nationally.
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