
JOB DESCRIPTION FOR HEAD OF OPERATIONS

About Us

The Elephant Protection Initiative (EPI) is a unique pan African alliance of currently 21 member countries, determined to conserve their elephants whilst meeting the aspirations of their people. EPI countries cover the majority of Africa's remaining elephants, with common policies on elephant conservation. This includes committing to implementing the African Elephant Action Plan (AEAP), a blueprint to save the species agreed by all elephant range states in 2010; putting ivory stockpiles beyond economic use; closing domestic ivory markets; and maintaining the 1989 international ban on the ivory trade.

In 2020, the EPI Foundation (EPIF) adopted Vision 2030, in recognition of the growing challenge of human-elephant conflict, and its increased emphasis on supporting EPI countries prevent and mitigate this conflict. The EPI Foundation Vision 2030 focuses on the harmonious co-existence between people and elephants, whilst continuing work to meet the objectives of the EPI declaration.

The EPIF is a small and innovative organisation that serves as the Secretariat to the EPI and its member states. The EPIF works directly with government Ministries and Wildlife Authorities in partnership with NGOs, IGOs and the private sector.

About the role

The Head of Operations takes responsibility for the EPIF's day-to-day operations, and works closely with the CEO as the strategic lead for all operational structures and processes, supporting and enabling the EPIF to be sustainable and impactful. This role is responsible for the alignment of Secretariat activities to strategic goals, management of the organisation's grant portfolio, ensuring the proper implementation of governance structures, and working with the team to help coordinate the effective delivery of support to member states. The role also envisages establishing and growing funding opportunities, including through proposal development and donor relationship management.

This is a unique opportunity to work for an inter-governmental initiative, engaging with governments at the highest level, to support an African-led solution to the elephant crisis. You'll enjoy working in a small, diverse, fast-paced team environment, where the nature of the work requires dynamic and flexible working. You will be meticulously organized and efficient, with excellent attention to detail. You will thrive in being given a varied workload and a high degree of responsibility. You will be a forward-planner who is able to bring together various priorities into coherent systems and processes.

Salary: £33,000 - £38,000 (subject to experience)

Location: This is currently a remote role, located ideally in the UK, Europe, or Africa. Travel in Africa and elsewhere as required (subject to COVID-19 restrictions).

Reporting: The Head of Operations will report to the CEO. The post will work closely with the Senior Leadership, Head of Finance and the Technical Directors to drive forward the ambitious future of the organisation.

Contract: Full-time, permanent position, 35 hours a week.

Deadline for applications: Early application is encouraged, with a deadline of no later than 9th August 2021. The position starting date will be as soon as possible.



KEY RESPONSIBILITIES

Organisational Strategy

- Work closely with the CEO to provide oversight and ensure accountability for delivering the organisation's operational and strategic goals.
- Review work processes and capacity, suggest and implement improvements as appropriate, including developing ways to build internal professional development and effective engagement with partners.

Fundraising and Grant Portfolio Management

- Develop and draft proposals, and identify new opportunities for funding.
- Ensure compliance with contractual obligations, adherence to reporting requirements, and draft grant reports.
- Manage tracking of EPIF's progress, including collation of targets and monitoring and evaluation.
- Support the CEO in the nurturing of donor relations.

General Operations

- Ensure compliance with all statutory legislation, governance, policies and legal processes are robust, well managed and in line with best practice.
- Facilitate cross-team collaboration and regular team meetings, ensuring alignment of activities.
- Working with the CEO and Head of Finance, oversee the human resources and provide HR support as required (plan recruitment, development terms of references, and induction of new team members).
- Oversee the delivery of workplans and timesheets for staff, consultants and interns.

Governance / Secretariat Implementation

- Act as a key point of contact, draft and deliver Secretariat updates to NGO partners and member states, through National Focal Points, Council of Ministers, and Heads of Post network.
- Support the coordination and logistics of EPI member state meetings, and represent the organization at international conferences as required.
- Coordinate, prepare Board documentation, and attend Board meetings.
- Oversee and update external outreach materials and information documentation as required.

PERSON SPECIFICATION

Essential Experience and Skills. You must have a proven track record of:

- Fluency in English, written and spoken.
- At least an undergraduate degree or equivalent in a relevant field.
- At least 5 years' experience in an international organisation, charity, NGO, or with government (ideally with African stakeholders).
- Demonstrable experience in senior project management or operations role.
- Successful fundraising, including managing donor relations, proposal development, grant portfolio management and reporting.
- Building and maintaining effective working relationships with diverse external contacts.



- An understanding of monitoring, evaluation, and learning (MEL) systems and producing impact reports for funders, members and stakeholders.
- Excellent inter-personal skills with an ability to build and maintain relationships internally and externally in remote working situations, including influencing, negotiating, and coaching.
- Strong ICT skills, and ease with basic Office software (Excel, Word, PowerPoint).
- Uses initiative and takes a positive approach to problem solving.
- An enthusiastic and committed self-starter who can work well independently.

Desirable Experience and Skills

- Drafting and reviewing contracts and organizational policies.
- Overseeing a charity's compliance with all legal and governance requirements.
- Knowledge of the environment/ conservation sector.
- Ability to work in French, written and spoken.

Application process:

If you are looking for a rewarding post with exciting opportunities to develop experience in African conservation efforts, within a dynamic and innovative team, and have the necessary skills and experience, we want to hear from you. Please send a cover letter of maximum 2 pages, outlining your suitability for the role and with reference to the above Experience/Skills requirements, and a copy of your CV to info@elephantprotectioninitiative.org with the subject header Head of Operations by the Monday 9th August 2021 at the latest. Early application is encouraged, as candidates may be interviewed prior to the deadline.

For further information about the role please contact us on: info@elephantprotectioninitiative.org