

## 1. Brief job description

**Role:** Programmes Director

**Salary:** This is a Band 4 role, which attracts a salary in the range of £39,501 to £49,000. New recruits are expected to join at the lower end of this range

**Holiday allowance:** 25 days plus UK bank holidays

**Contract type:** Permanent contract

**Probation period:** Six months

**Hours of work:** Normal office hours are 10:00-18:00 Monday to Friday, including a one-hour lunch break, though flexi-hours may be arranged in consultation with the CEO

**Start date:** As soon as possible

**Location:** A combination of Save the Rhino International's office (Unit 3, Coach House Mews, 217 Long Lane, London, SE1 4PR) and remote working to be agreed, with new hybrid / flexible working arrangements anticipated once the Covid-19 pandemic abates

**Line Manager:** CEO

## 2. About Save the Rhino International

Save the Rhino International (SRI) is a UK-registered charity (no. 1035072). Our Vision and Mission: All five rhino species thriving in the wild, by collaborating with partners in Africa and Asia.

Strategic focus: SRI focuses on Key 1 and Key 2 populations of Critically Endangered rhinos (currently black, Sumatran and Javan), with the long-term aim of the species being down-listed to a lower category of threat in the IUCN Red List.

Strategic activities: SRI works with its partners (field programmes and other donor organizations) to maximize its technical knowledge and ability to ensure that resources are delivered to the points of greatest need; raises funds to disburse to field programmes; facilitates international collaboration and the dissemination of best practice; and communicates with key audiences to promote understanding of and support for rhino conservation. Its strategies are:

- To protect rhinos through law-enforcement activities at site level, and support intelligence gathering and analysis to pre-empt and prosecute poaching and trafficking of rhino product
- To implement effective biological and ecological management and monitoring of rhino populations and their habitats to achieve optimum population growth rates
- To reduce trade in illegal rhino products via better law enforcement in consumer countries and promoting behaviour change by consumers and the closure of markets encouraging poaching
- To ensure that rhino conservation professionals are appropriately skilled and trained
- To improve coordination within and between rhino range state conservation agencies and professionals
- To engage with multiple stakeholders in rhino range states in accordance with the equity triangle of recognition, procedure and distribution
- To explore and develop sustainable financing mechanisms and structures to fund priority rhino conservation efforts

SRI focuses on site-based field programmes in Kenya, Zambia, Zimbabwe, Namibia, South Africa and Indonesia, as well as efforts to reduce the demand for and supply of illegal rhino horn in Viet Nam and China. In addition, we support a number of cross-cutting themes or umbrella organizations such as the IUCN SSC African Rhino Specialist Group, the Association of Private and Community Land Rhino Sanctuaries (Kenya), working dogs and conservation education.

In the financial year ending 31 March 2021, Save the Rhino International raised c. £4.3 million and awarded c. £4.3 million in grants.

### **3. About the role**

The Programmes Director will report directly to the CEO, Cathy Dean. The role will support the CEO on African rhino-range programmes and issues, and lead on Asian rhino-range programmes and issues with support provided by the CEO. The Programmes Director will also support the Managing Director, Jon Taylor, on initiatives to reduce the trade in illegal rhino horn.

The focus of the rhino-range programmes in both Africa and Asia is on applying for and managing major (≥\$50,000) grants, whether from individuals, grant-making trusts and foundations, or governments. This involves close liaison with the beneficiary field programmes to establish priority needs, drafting proposals and budgets in the required formats, working with the partners on the ground to implement funded projects, and managing all formal and informal performance and financial reporting to donors. The Programmes Director will also develop proposals and grant reports for smaller (≥\$5,000) grant-giving individuals and organizations.

While each member of SRI's staff has their own fundraising targets, budget lines and responsibilities, they are expected to contribute their skills, expertise and hard work to support all members of the team in delivering SRI's activities – including rolling up sleeves when necessary (e.g. to carry sweaty rhino costumes back to the van after the London Marathon). The Programmes Director will initiate and participate in team discussions, for example about fundraising strategies or issues arising in rhino conservation. In addition, depending on the particular skills and interests of the successful candidate, there may be opportunities to develop or use other skill sets.

The successful candidate will be eligible for regular training (internal and external) in skills that they need to develop in line with their objectives. All Save the Rhino employees benefit from the compulsory workplace pension scheme, which receives contributions from employer and employee.

The Programmes Director will join a friendly, knowledgeable, ambitious and passionate team, who all love what they do and like to have fun doing it. Most importantly, the Programmes Director will have a chance to make a difference: to help conserve all five species of rhino.

### **4. Key responsibilities**

- Support site-based field programmes in Africa and Asia to: identify priority short-term and longer-term needs, together with associated motivations and budgets; identify any gaps that the sites have in terms of current support; and assess where SRI can add value other than financial support in line with the organisation's conservation strategies. SRI's priority sites are in:
  - Africa (led by the CEO): currently Kenya, Zambia, Zimbabwe, Namibia and South Africa
  - Asia (supported by the CEO): work with SRI's US based partner, the International Rhino Foundation (IRF) to support programmes in India and Indonesia
- Work with partners and stakeholders to develop and implement field projects and programmes. This involves:
  - Regular online meetings with partners (e.g., the IRF and partners in the Sumatran Rhino Rescue project)
  - Participation in working groups (e.g. to review the protection and monitoring of the rhino population in Way Kambas National Park)
  - Act as Project Manager, in tandem with SRI's Operations Manager, for a component of an INL grant relating to working dogs (leading on grant delivery, preparing quarterly performance reports, coordinating occasional meetings, organizing in-person and online workshops, and acting as an Admin for the K9 WhatsApp group)
- Support SRI's Managing Director, Jon Taylor, on identifying potential projects and partners for tackling the demand for illegal rhino horn and associated funding proposals
- Ensure that all recipients of SRI's grants reach and maintain the standards required by our sub-recipient monitoring policy

*Save the Rhino International: Programmes Director  
Job application pack*

- Liaise with other major rhino-focused NGOs (e.g. the IRF, WWF-South Africa, WWF-Black Rhino Range Expansion Project, StopRhinoPoaching.com and the Rhino Recovery Fund) to maintain strong and close working relationships to build coalitions of support
- Work with the CEO on grant applications to major donors (≥\$50,000), including but not limited to the US Fish and Wildlife Service, the Bureau of International Narcotics and Law Enforcement (INL), the Darwin Initiative and the DEFRA Illegal Wildlife Trade Challenge Fund, as well as family foundations and high-net-worth individuals, and managing all subsequent project management and reporting
- Cultivate relationships with key donors, via formal and informal channels, which may include, e.g., participation in workshops or field visits as well as required reporting
- Managing ongoing applications and reports to smaller grant-giving individuals and organizations (≥\$5,000)
- Stay up-to-date with rhino conservation issues as they arise and research as it is published, to inform SRI's own understanding (providing support to SRI's staff and Board of Trustees including the preparation of briefing documents on rhino-related topics), position statements and media comment
- Work with SRI's Communications Manager on SRI's annual Impact Report and monthly impact blogs / reports from the field for SRI's website

## **5. Person specification**

Save the Rhino International is a small and friendly organisation, striving to achieve its vision of all five rhino species thriving in the wild. We have an informal and supportive atmosphere, whilst expecting high professional standards from all staff. All members of the SRI team are required to support the work of the others. Enthusiasm, flexibility, and an aptitude for hard work are essential.

Essential skills / experience:

- Advanced technical knowledge and understanding of African and Asian rhino conservation: history, efforts, strategies, challenges etc.
- Advanced working knowledge of species' conservation strategic planning, preferably specific to rhino species, impact monitoring and reporting
- Experience and success in applying for and managing major grants from institutional funders, e.g., the US Fish and Wildlife Service, the Bureau of International Narcotics and Law Enforcement, the Darwin Initiative, the DEFRA Illegal Wildlife Trade Challenge Fund, the IUCN's Save Our Species fund, BIOPAMA etc.
- Experience and success in applying for and managing grants (≥\$5,000) from family foundations and high-net-worth individuals
- Demonstrable experience of working in close cooperation with partners and stakeholders to achieve common goals, e.g., focused taskforces and expert working groups
- Excellent oral and written communication skills (fluent English, attention to detail) with a keen interest in communicating conservation issues to a range of audiences
- Project-budget management, including working in different currencies, over multiple years, and revising cash-flow forecasts
- Excellent time-management skills, ability to prioritise workload and support project management tasks to meet tight deadlines in a busy team
- Ability to be flexible, enthusiastic, self-motivated and self-confident, working both independently and as part of a team
- Ability to work with people from different backgrounds and cultures
- A Master's Degree or higher qualification in a relevant discipline

*Save the Rhino International: Programmes Director  
Job application pack*

Desirable skills / experience:

- Impact reporting for grant-making charities, including the development and measurement of metrics / Key Performance Indicators
- Knowledge of CITES processes and experience of CITES' Conferences of the Parties
- Established relevant networks of contacts
- Experience with Fundraising / CRM databases (SRI uses Salesforce)
- Ability to act as a spokesperson in the media and other public forums
- Any other skills or experience related to the delivery of SRI's rhino conservation strategies (see Section 2)

## **6. How to apply**

Thank you very much for your interest in this exciting role. We look forward to receiving your application.

All applications need to be received by midnight (GMT) on Sunday 25 July 2021. Applications should be sent by email to [recruitment@savetherhino.org](mailto:recruitment@savetherhino.org) with "Programmes Director" in the subject line.

### **Applicants should submit:**

- A covering letter, which should explain why you want this position and include your contact details: email address and mobile phone number
- A CV, which should demonstrate the skills, aptitude, and experience outlined in the person specification. Please note that it is not necessary to submit a full list of publications or references at this stage
- Details of 2-3 referees (name, address, telephone number, email, nature of relationship).  
Referees will only be contacted once a conditional job offer has been made

Failure to provide the information as specified above will result in immediate disqualification from the application process. Short-listed applicants will be invited for interview (in-person or online, as Covid-19 travel restrictions allow) during the week commencing Monday 2 August.

Please note that due to pressure on staff time, applicants not shortlisted for interview will not receive a reply. If you have not heard from us by Friday 30 July 2021, you should assume that you have not been selected for interview.

Detailed feedback will be offered to candidates who were interviewed but who were not offered the post. Please do not phone or email Save the Rhino to ask for additional information or for feedback on individual applications.

## **7. Protecting your data**

Save the Rhino takes your data protection seriously. Our full privacy policy for recruitment can be found on our website: <https://www.savetherhino.org/privacy-policy/>