The Organisation:
Ol Pejeta Conservancy ("Ol Pejeta") is the largest black rhino sanctuary in East and Central Africa, and home to the world’s last two northern white rhinos. It is the only place in Kenya to see chimpanzees, in a sanctuary established to rehabilitate animals rescued from the black market. It has some of the highest predator densities in Kenya, and still manages a very successful livestock programme. Ol Pejeta also seeks to support the people living around its borders, to ensure wildlife conservation translates to better education, healthcare and infrastructure for the next generation of wildlife guardians.

We are seeking a high calibre, self-motivated and dedicated applicant to fill the position of Programme Development & Funding Lead.

Role summary
Position: Programme Development & Funding Lead
Reports to: Head of Partnerships & Business Development
Department: Fundraising & Communications – Partnership Funding team.
Duration: 3 years.
Location: UK or Kenya.
Closing Date: Sunday, 7th March 2021

The Programme Development & Funding Lead will play a key role in aligning programme priorities so that they deliver impact and attract and enable resource mobilisation from a varied range of donors.

The role holder will work closely with programmes and fundraising to develop innovative programmes and projects that align to strategic goals and deliver clear outcomes for beneficiaries. Programmes and projects should appeal to national government funding bodies, trusts and foundations, corporate donors and voluntary funding streams.

The role holder will be responsible for:
- Contribution to the design of the strategic framework for programmes across the organisation in order to ensure a clear theory of change and alignment across the core areas of conservation and community development
- Influence and support development of thematic programmes aligned to organisational objectives and global goals, remaining agile to global trends impacting our work
- Strategic influence and technical support to the development and implementation of a MEL Framework and assuring the quality of implementation
- Review of current projects being implemented and advise on adaption of current programming strategies.
- Support the technical programme teams to write compelling concept notes enabling the fundraising team to seek funding opportunities
- Support opportunity identification, coordination and development of proposals/ applications working closely with the fundraising team and programmes team(s)
- Working closely with the grants and compliance team to monitor and oversee all projects and related risks, capture lessons learned for future programming and proposal development

Person specifications
Education, Language and qualifications
- Bachelor's degree or similar qualification in international development, programmes development and fundraising, development studies and/or conservation.
- Masters degree is advantageous
- Excellent verbal and written communication skills in English, ability to inform and engage through written communication.
Knowledge, skills and Experience

- Expert knowledge of project and programme management methodology, acquired either through a recognised qualification or through relevant work based experience
- Proven track record of supporting an assigned programme team, resolving critical gaps/issues to ensure programmes are planned, managed and delivered effectively
- Very good understanding of global goals for the conservation and development sectors
- Confidence in leading and developing communications with all appropriate stakeholders on technical/non-technical matters, issues and ideas
- Proactive, able to use initiative and progress continuous improvements as this business function continues to evolve.
- Experience of developing systems and processes to facilitate effective programme impact management
- Experience of developing and implementing business processes, new ways of working and general change management
- Proven ability to prepare proposals and budgets
- Excellent communication skills, both verbal and written, with a demonstrable ability to translate complicated technical programme detail into key messages for stakeholders operating at a variety of levels
- Presentation and facilitation skills
- Exceptional interpersonal and relationship building skills across different cultures
- Experience of developing and delivering training and capacity building, coaching and mentoring
- Strong problem solving and strategic thinking skills with experience of and an aptitude for strategic planning
- Ability to travel
- Ability to work in a multicultural context/environment and demonstrate innovative practices

Are you the right person for the job? **Please read the full job description carefully before you apply.** Please address the person specification in your application as it enables us to identify the skills, knowledge and experience you have to be able to do the job effectively.

Please check your application and make sure you meet all the essential criteria listed, in addition your application will be stronger if you meet at least some of the desirable criteria. Thank-you for your understanding.

Ol Pejeta Conservancy welcomes applications from all sections of the community and promotes diversity.

**APPLICATION PROCESS**

Applications, consisting of covering letter explaining why you feel you should be considered for this post, a full CV and contact details for two referees should be sent to jobs@olpejetaconservancy.org. Please note, only applications that total no more than five pages in length for the CV and cover letter together will be considered.

The closing date for applications is Sunday, 7th March 2021.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

**NOTE: ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED.**

**THE OL PEJETA CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER. ALL POTENTIAL CANDIDATES ARE ENCOURAGED TO APPLY.**