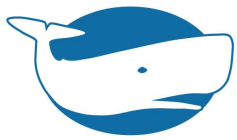




JOB DESCRIPTION – IWC Programme Officer

Job Title	Programme Officer
Reports to	Head of Programme Development
Working hours	Full-time, 37.5 hours
Salary Grade	G3 £26,463-£30,839 starting salary
Department	Programme Development
Summary of Role	<p>This role will provide support to the development and implementation of the work programmes of the IWC, in particular the Conservation Committee, the Whale Killing Methods and Welfare Issues Working Group, and the Aboriginal Subsistence Whaling Committee. The successful candidate will work across a range of work areas including (i) implementation of work programmes on issues such as underwater noise, whale watching, ship strikes, marine debris; (ii) meetings of the Commission and its subgroups; (iii) intersessional meetings and workshops; (iv) managing data in the IWC database of recommendations; (v) fund raising.</p> <p>The postholder will work across a range of cetacean conservation and welfare topic areas and take the lead on projects of particular interest.</p>
Key Roles & Responsibilities	<ul style="list-style-type: none">• Provide support to and as appropriate, participate in the development and implementation of the work programmes of the Conservation Committee, the Whale Killing Methods and Welfare Issues Working Group, the Aboriginal Subsistence Whaling Committee and potentially the Finance and Administration Committee.• Assist with meetings of the Conservation Committee and the Whale Killing Methods and Welfare Issues Working Group and other Committees as required, to ensure that they operate efficiently and progress their work.• Enter and update data in the IWC's database of recommendations.• Contribute to ongoing work to strengthen IWC engagement with other organisations.• Participate in IWC fundraising activities to implement the Commission's recommendations, including outreach to funders, and support to working groups in the development of budgets and project proposals.• Undertake any other tasks relevant to the role, as agreed with the Line Manager.
Line Management	Not applicable
Budget Management	Work within agreed project budgets to prioritise and allocate resources appropriately in line with Commission procedures.
Travel	The Programme Officer is likely to travel to the IWC's Scientific Committee and its biennial Commission meeting, and occasionally to intersessional meetings.
Other	Any other tasks that are commensurate with the role.

Review Date	26 November 2019
Drafted by	Head of Programme Development
Authorised by	Executive Secretary



PERSON SPECIFICATION – IWC Programme Officer

Selection Criteria

The table below indicates the essential and desirable criteria for this post and how these elements will be assessed by the selection panel. Please take care to ensure that you demonstrate that you meet the essential criteria in your job application. Candidates who do not meet the essential criteria need not apply.

Assessment Types

A = Application Form I = Interview P = Presentation T = Test

Attribute	Essential	Desirable	Assessment
Education	<ul style="list-style-type: none"> University degree or equivalent qualification in a relevant discipline (e.g. Environmental Science; Conservation; Zoology) or equivalent professional experience. 	<ul style="list-style-type: none"> Postgraduate qualification in a relevant discipline 	A
Skills & Abilities	<ul style="list-style-type: none"> Excellent written and oral English and the ability to produce text in a variety of formats (e.g. Commission papers, reports, funding proposals). Excellent interpersonal skills. The ability to work in a politically sensitive environment and to engage with stakeholders from many fields and diverse cultural backgrounds Excellent organizational skills and the ability to work on multiple concurrent projects, recognise and respond to shifting priorities, and handle different types of information. Meticulous with excellent attention to detail to ensure high quality outputs. A proactive approach, high level of initiative and a willingness to drive projects forwards. 	<ul style="list-style-type: none"> Fluent in other languages, particularly French or Spanish, the other official languages of the IWC. 	A, I, P
Knowledge	<ul style="list-style-type: none"> Knowledge of marine conservation and management issues and policies. Demonstrated understanding of intergovernmental processes. 	<ul style="list-style-type: none"> An understanding of IWC as an organisation. Knowledge of grant giving bodies. 	A, I, P
Experience	<ul style="list-style-type: none"> Experience of supporting project or policy development processes across diverse stakeholder groups. Experience of working on multiple concurrent projects. Experience working across different technical disciplines e.g. science, policy, finance. Experience of working within a budget and of allocation and prioritisation of resources. Experience in organizing and convening meetings, workshops and groups 	<ul style="list-style-type: none"> A track record of operating successfully in an international and culturally diverse environment. Experience of working on databases. Fundraising experience 	A, I, P

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