



JOB DESCRIPTION – Lead for Programme Development

March 2021

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| Job Title | Lead for Programme Development |
| Reports to | Head of Science, Conservation and Management |
| Working hours | Full-time, 37.5 hours |
| Salary Grade | G5 (£43,573 - £47,039) |
| Base | The Red House, Impington, Cambridge |
| Summary of Role | <ul style="list-style-type: none"> • Support the strategic development and implementation of work programmes under the Conservation Committee, the Whale Killing Methods and Welfare Issues Working Group and, as needed, the Aboriginal Subsistence Whaling Committee. • Provide support to the planning and delivery of meetings of the Commission, its Committees, and to their Chairs, leading in particular for the committees in the paragraph above. • Ensure effective collaboration across the Theme team, with other Secretariat teams and all members of the Secretariat. • Supervise staff in the direct line of management in accordance with Secretariat handbook and procedures. • Monitor key Commission and subsidiary body recommendations and their implementation through the Database of Recommendations. |
| Key Roles & Responsibilities | <ul style="list-style-type: none"> • Support the development and implementation of the work programmes of the Conservation Committee, the Whale Killing Methods and Welfare Issues Working Group, and coordinate Secretariat support to the Aboriginal Subsistence Whaling Committee and its work programme. • Identify and follow up on opportunities for engaging other organisations on issues of mutual interest to help progress priorities of the IWC. • Support the Secretariat in organizing meetings and workshops of the Commission and its subsidiary bodies as required. • Contribute to the effective management and strategic development of the Secretariat including through the management of work planning, contributing to fundraising, identification of staffing needs and input to relevant Secretariat governance processes. • Engage in entry and maintenance of areas in the Database of Recommendations as assigned. • Manage the voluntary conservation fund and the welfare fund and support the Commission in the allocation of voluntary contributions across relevant work programmes. |
| Line Management | <ul style="list-style-type: none"> • 2-3 direct reports as well as management of consultants when required. |
| Budget Management | <ul style="list-style-type: none"> • Identify, on an ongoing basis the resources required to deliver the Commission's objectives on conservation, welfare and ASW and, where appropriate, take part in recruitment or tendering processes. • Responsibility for ensuring compliance with IWC processes and procedures for financial and contract management. • Work within agreed budget, allocating resources appropriately, prioritising where necessary, demonstrating value for money and identifying any efficiencies, and ensuring any potential problems or overspends are flagged up to the Management Team at the earliest opportunity. |
| Travel | <p>This role requires domestic and international travel as directed by the Executive Secretary.</p> <p>This includes supporting in Meetings of the Commission and its subsidiary bodies as necessary (c.2-4 weeks per annum). The Executive Secretary may also require the postholder to represent the Commission at other events from time to time.</p> |

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| Other | Any other tasks that are commensurate with the role |
| Review Date | March 2021 |
| Authorised by | Rebecca Lent, Executive Secretary |



INTERNATIONAL WHALING COMMISSION

PERSON SPECIFICATION – Lead for Programme Development

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"> Graduate degree in a relevant discipline GCSE Maths & English (grade A-C) or equivalent | <ul style="list-style-type: none"> Post graduate qualification in a relevant subject Project Management qualification or equivalent experience | A |
| Skills & Abilities | <ul style="list-style-type: none"> Leadership and management - ability to lead, support, motivate, develop and empower staff within the team. Ability to work within a leadership team to develop and implement collaborative approaches to shared challenges. Ability to build effective working relationships with a range of stakeholders and experience of operating in politically sensitive environments. Excellent spoken and written English, including confidence in communicating with internal and external stakeholders and delivering key messages. | <ul style="list-style-type: none"> Ability to speak another Commission language (French/Spanish) | A, I, P |

| Attribute | Essential | Desirable | Assessment |
|------------------------|---|--|------------|
| Knowledge & Experience | <ul style="list-style-type: none"> • Track record in developing and delivering programmes and projects to agreed timescales and budgets. • Knowledge of marine conservation issues and experience of working in a natural resource management organisation. • Experience with supporting the planning and organisation of meetings, including in-person and virtually. | <ul style="list-style-type: none"> • Experience using database software. • Experience working in an international environment/organisation • Experience in chairing and rapporteuring meetings. | A, I, P |

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