



## TERMS OF REFERENCE

### PROGRAMME OFFICER

#### 1. PRIMARY INFORMATION

<b>Position</b>	Programme Officer -SLUNCF
<b>Company</b>	Saint Lucia National Conservation Fund Inc (SLUNCF)
<b>Address</b>	Crick Road Sans Souci, Castries
<b>Job Type</b>	Full-Time
<b>Duration</b>	24 Months

#### 2. ORGANISATION BACKGROUND

The Saint Lucia National Conservation Fund (SLUNCF) was established through the GEF financed Sustainable Financing and Management of Eastern Caribbean Marine Ecosystems implemented by the World Bank and Executed by the TNC. One of the objectives of the project was the establishment of National Conservation Funds in Five (5) participating countries of the Eastern Caribbean.

The SLUNCF was established as a not-for-profit company in 2016. It is governed by the general legislation established under the Saint Lucia Companies Act and is guided by its Bye Laws. The Bye Laws establish the governance of the SLUNCF and prescribes the procedures for such governance.

The two (2) primary objects of the SLUNCF are grant making and raising resources through sustainable financing mechanisms. Nevertheless, the SLUNCF also functions as a convener, as a repository for documents on conservation and environment in Saint Lucia, and provides assistance to Community Based Organizations (CBOs) through training and substantial mentoring.

#### 3. ESSENTIAL FUNCTIONS

The SLUNCF seeks a **Programme Officer** who is a self-starter with a proven record of success in technical and policy areas related to conservation, sustainable development, sustainable livelihoods, community mobilisation and outreach, proposal writing, and training of community groups. The Programme Officer will work with the Chief Executive Officer (CEO) in positioning SLUNCF as a key actor in the conservation scene and in conservation financing in Saint Lucia and in the Caribbean region.

While the SLUNCF has undertaken substantial outreach and sensitisation on the organisations and its mission with other public sector conservation agencies, some private sector agencies and some of the larger NGOS, it has not begun the process of carrying out similar activities with communities and their

organisations throughout the island. The Programme Officer will therefore have to coordinate community meetings and consultations to sensitise community groups to the work of the SLUNCF and to its grant making objectives. S/he will also need to help these groups develop proposals for possible financing by the SLUNCF and monitor the projects to ensure that they meet all the stated requirements in the Grant Agreement. The Programme Officer will provide similar services to all other public, and private sector agencies and NGOs that are desirous of sourcing funding from the SLUNCF.

#### **4. RESPONSIBILITIES & SCOPE**

Generally, the Programme Officer will:

1. Work in collaboration with SLUNCF Board and the Secretariat team to design and carry out the Call for Proposals, mapping the potential applicants and coordinating the outreach activities to establish a relationship with this audience.
2. Guide possible grantees in the Grant Making Process and assist in the design of Concept Notes and/or Full Proposals.
3. Coordinate the implementation and delivery of grant outputs and outcomes of the SLUNCF and funded projects.
4. Document the work of SLUNCF supported interventions, providing evidence of impact and demonstrating good value for money as well as for strategically disseminating best practices and lessons learned, in a way to position SLUNCF as an effective financial mechanism in the country able to manage additional resources for conservation.
5. Collaborate with the CEO in designing pipeline or project concepts to solicit financing or support from potential donors.
6. Collaborate with the CEO in identifying opportunities for grants and writing proposals in response to calls for proposals from various donor agencies.
7. Collaborate with the CEO in developing programmes for dissemination of information and public education regarding the Fund's priorities for funding, raising awareness of a broad audience, nationally, regionally, and internationally, including donors, about SLUNCF programme of work.
8. Work in collaboration with the SLUNCF Board and the Secretariat team to engage with partner agencies.
9. Work closely with SLUNCF website and social media consultant to upload approved content for these platforms.

Specifically, the Programme Officer will be responsible for:

1. Raising awareness about SLUNCF, in general, and its grant-making programme and procedures.
2. Reaching out to and training the potential applicants.
3. Supporting the launch of Call for Proposals.
4. Assisting Secretariat Staff in undertaking compliance testing of the received Concept Notes and/or Full Proposals.
5. Monitoring that the work of the grantee is according to the scope and schedule described in the Grant Agreement.
6. Evaluating the grant when it is completed.
7. Documenting the work of SLUNCF-supported interventions.
8. Developing and share best practices and lessons learned.
9. Developing communication products for the SLUNCF and ensuring that the website consultant is up to date with entries for the Fund's various social products.

10. Ensure that relevant program materials such as, reports, proposals, factsheets, infographs etc. are developed and disseminated to donors, stakeholders and other target groups through relevant media and network channels.
11. Assisting the CEO in the preparation of required reports from donors.
12. Representing the SLUNCF at various meetings or discussions at the direction of or approval of the CEO.

*The Programme Officer will work proactively with the Board and the CEO in identifying and sourcing sustainable financing.*

## **5. MINIMUM QUALIFICATIONS**

- (i) Master's degree and 5 years' experience in natural resource management or equivalent combination of education and experience.  

**Or**

 Undergraduate's Degree and 10 years' experience in natural resource management or equivalent combination of education and experience.
- (ii) Experience in working with stakeholders in public and private sector agencies, NGOs and CBOs in Saint Lucia.
- (iii) Experience in proposal writing and project management.
- (iv) Experience communicating with the public and/or media both in writing and verbally.
- (v) Must have valid driver's license.

## **6. PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE**

- (a) 5 years of experience working in community-based natural resource management, community sustainable development, coastal and marine resources management, community-based tourism.
- (b) Relationship building skills to work closely with a variety of partners, i.e., media, government officials, NGOs, community groups, scientific researchers, educators, and rural communities.
- (c) Familiarity and experience with methodologies and tools related to the natural resources' management.
- (d) Familiarity with grant making and grant management.
- (e) Skills in proposal writing and project management.
- (f) Knowledge and working experience in the design of sustainable livelihood projects.
- (g) Knowledge of and experience working on social and economic impacts and benefits of protected areas and effective community engagement in protected area management.
- (h) Previous experience in project implementation.
- (i) Knowledge of current trends and practices in integrating people and nature, ecosystem-services and conservation, community-based resource management, participatory planning, and livelihood development.
- (j) Proven ability to write professional reports, assessments, proposals, fact sheets, letters to government officials, and other professional level communications,

- (k) Excellent communication skills via written, spoken and graphical means in English and *Kweyol*.

## 7. ORGANIZATIONAL COMPETENCIES

### ***Accountability for Outcomes***

Pushes for excellence. Establishes challenging goals for self to drive performance in support of the SLUNCF's mission. Her/his standards are aligned with the SLUNCF's mission/ values. Takes action to address performance problems in a timely and appropriate manner.

### ***Collaboration & Teamwork***

Shows a willingness to put the needs and goals of the organisation before personal/local/needs. Works with others across institutional boundaries. Makes decisions, sets priorities, and allocates resources to help the organisation as a whole achieve results.

### ***Communications***

Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.

### ***Courage & Decisiveness***

Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong.

### ***Flexibility & Innovation***

Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.

### ***Influences for Results***

Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support.

### ***Open to Learning***

Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.

### ***Organisational Awareness***

Relates to the big picture & contributes to the overall strategy of the SLUNCF.

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

## 8. SUBMISSION OF APPLICATION

Please submit your application for the post of Programme Officer along with a CV and two (2) referrals to:

The Secretariat  
Saint Lucia National Conservation Fund  
P.O. Box CP6272, Conway  
Castries, Saint Lucia

OR

Email: [admin@slunconf.org](mailto:admin@slunconf.org)

Deadline for applications 22 July, 2022. Only suitable applications will be acknowledged. Incomplete or late applications will not be considered.