



POSITION DESCRIPTION

Title	FEDERATION DEVELOPMENT OFFICER
Reports to	IRF President & the IRF Board
Location	Global with a preference to be based in the Americas
Employment Basis	Fixed Term 1-year Contract (with possibility of extension)
Hours of Work	40 hours per week

Scope of Position

The International Ranger Federation (IRF) is a non-profit organisation established to raise awareness of and support the critical work that Rangers do in conserving the world's natural and cultural heritage. The Board of the IRF is responsible for ensuring the IRF achieves its strategic goals and accurately represents and supports Rangers and its member Associations around the world, according to the IRF's vision and mission and in alignment with its Constitution.

This would be a new position in the IRF to advance its support for existing member associations, manage new ones and develop systems and structures which increase the effectiveness of ranger associations globally.

How to apply

Any persons interested in the position are requested to submit:

1. A Curriculum Vitae in English (no longer than 4 pages),
2. Contact details for at least two referees
3. A 1-page covering letter describing why you are interested in the position, why you believe you have the skills, aptitude and attitude to succeed in the position? In the letter include an indication of salary expectation.

Applications are to be submitted to secretary@internationalrangers.org by **Wednesday, 30th December 2020** (GMT+2) and the email subject must be **IRF Federation Development Officer Application**.

Key Responsibilities

Ranger Associations:

- Lead on consultations with existing and prospective ranger associations.
- Consolidate the current IRF membership database.
- Facilitate the delivery of a Ranger Association Evaluation and Functionality study with partners.
- Propose changes to the IRF association structure covering the IRF's seven regions and implement it to increase relevance and effectiveness of associations to their members.
- Develop and deliver guidance to associations to increase their effectiveness.

Impact Monitoring:

- Lead on the development of, data collection for, and publication of the 'State of The Ranger' report
- Compile a State of Ranger Associations Assessment (SoRAA) as a sub-component of the 'State of the Ranger report and building off the Ranger Association Evaluation and Functionality study.



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Strategic Planning:

- Drive the development of an IRF strategic plan and its implementation in partnership with the President and Executive Officer.

Organization Management:

- Lead as the Universal Ranger Support Alliance IRF representative for delivering actions.
- Manage all existing and developing IRF Alliances (TGLF, URSA, Universities, etc.)

Budget Management:

- Responsible for ensuring any financial transactions are recorded.
- Responsible for the management and monitoring of income and expenditure budgets as delegated.
- Develop, manage, track and report on budgets related to the position where required.

General:

- Work closely with the President and the Executive Officer in the execution of the position.
- Work closely with the IRF regional representatives.
- Provide high quality reports to the board and other stakeholders as required.
- Implement and monitor equity, diversity, safety, health and well-being policies and procedures within areas of delegation.
- Represent and contribute to the work and continuous improvement of the IRF.
- Other related duties as delegated.

Required Knowledge & Experience

- Knowledge and experience in conservation and particularly the work of rangers
- Demonstrated experience in successful project-cycle management, including development, delivery and monitoring and evaluation of initiatives.
- Demonstrated experience in developing and implementing operation plans and coordinating successful projects, programmes and campaigns.
- Demonstrated experience negotiating with diverse range of stakeholders to achieve common goals including managing and resolving conflict.
- Demonstrated experience of relationship building and management.
- Experience developing, implementing and reviewing policies and procedures.
- Experience in writing communications.
- High levels of computer literacy.
- Knowledge of NGOs and conservation issues.

Required Skills & Personal Attributes

- Well-developed project management, planning, monitoring and evaluation skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal and stakeholder management skills.
- Interpersonal awareness and negotiation.
- Ability to keep multiple projects or activities progressing at one time.
- Ability to evaluate and prioritise a high-volume tasks and objectives in both the short and long-term
- Where resources are limited, capable of creative problem solving.



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- Experience in working with databases and/or project management software platforms.
- Ability to work independently and remotely.
- Highly organised with excellent time management skills.
- Proficiency in both the writing and speaking of English and Spanish. Other languages would be a bonus, especially French and/or Portuguese.
- Results driven; creative in environments with limited resources and operating remotely.
- Ability to work independently and as part of a team in an accountable manner.
- Ability to work flexible hours.
- Commitment to IRF's development philosophy, principles and goals.

Travel

- Travel may be required in the position including international travel. Therefore, a valid passport is a requirement.
- It is a condition of employment that staff abide at all times by all IRF and in-country security and safety protocols, policies and procedures.

Remuneration

This will be commensurate with the experience of the applicant.