



# Position description

## IUCN SSC [Specialist Group] Program Officer

**Organisation:**

**Reporting to:**

**Expected start date:**

**Version 1. Approved 7 September 2023**

### Background

[Background of host organisation including an overview of partnership with Specialist Group if applicable]

The International Union for Conservation of Nature (IUCN) is the world's oldest and largest global environmental organisation, with more than 1,400 government and conservation NGO members worldwide. The Species Survival Commission (SSC) is a global network of thousands of invited volunteer experts who contribute data and expertise to helping the world understand and prioritise species conservation needs. These experts work for many different conservation organisations such as universities, field conservation NGOs, governments, zoos, aquariums or botanic gardens. These experts are organised into more than 175 Groups, focused on taxonomic, geographic or disciplinary priorities for species conservation and are supported by the SSC Chair's office staff and a partner-based network of Centers for Species Survival staff teams. The overall aim of these SSC Groups is to advance the understanding and long-term conservation of the species in their remit and their environments worldwide, and the recovery or restoration of populations and ecosystems where feasible. To achieve this, the groups work across three main pillars: Assess, Plan and Act.

[Introduction of specific SSC Group]

The IUCN SSC [Group Name] Program Officer would work to advance the priorities and programs of the [Group]. This role will work closely with the Specialist Group Chairs, Red List Authority, Group Members and Partners. The Program Officer may support the Group in identification of priorities, challenges and opportunities across the management of conservation data and assessments, the process of conservation planning, and the implementation of action projects. They may also support Specialist Group coordination and facilitate interactions between various

partner communities. Responsibilities include collecting, assembling and analysing various types of data, assisting in the production of reports and workshop preparation, supporting partnership development and delivery, participating in strategic fundraising, supporting external communications and community engagement.

## KEY AREAS OF RESPONSIBILITY

Working closely with the Leaders and the Members of the [Group Name], this role will work to:

- Strengthen the conservation outcomes of the [Group Name], specifically through administrative support, program management and delivery of priority targets for the conversation of [Taxa].
- Build engagement and participation of the Members of the [Group Name] in key activities.
- Expand resources and partner support for the targets and projects of the [Group Name].
- Drive efforts to communicate the work and priorities of the [Group Name] to diverse audiences.

## DUTIES

**Strengthen the conservation outcomes of the [Group Name], specifically through administrative and program management support to the leadership and members in achieving priority targets for the conversation of [Taxa]**

- [Brief overview of priority Specialist Group areas of work envisioned for support, ideally linked to the Group's SSC Data Targets].

**Build engagement and participation of the Members of the [Group Name]**

- Facilitate regular communication with Specialist Group members and partners, build strong relationships and an excellent rapport to help encourage engagement and responses to requests for collaboration.
- Act, alongside the Chairs, as a focal point for the Specialist Group including providing advice and guidance, assisting with responding to enquiries, dealing with requests, and bringing the appropriate people together to address challenges and opportunities raised by the membership or external partners.
- Assist with the appointment of new Specialist Group Members and ensure that contact details of Members are up to date for effective communication.

**Expand resources and partner support for the targets and projects of the [Group Name]**

- Identify opportunities for partnership, donor and/or grant support towards the priority efforts of the Specialist Group. This could involve grant writing, relationship cultivation, donor management and reporting.

**Drive efforts to communicate the work and priorities of the [Group Name] to diverse audiences**

- Encourage and help the Specialist Group disseminate news of our work widely, through, e.g., journals, press releases, social media, news stories, and linking to events/days/topics regionally, nationally and internationally.
- Assist with developing, editing, reviewing, updating and publishing formal, programmatic and communication documents on behalf of the Specialist Group.

The above job description contains the main duties and responsibilities for this position. However, in an organisation such as SSC [Group Name], the Program Officer is expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them, but which are not part of their regular job description.

## REQUIREMENTS

- University degree (preferably Masters or advanced level) in, e.g., conservation biology, zoology, botany or ecology.
- 2-5 years of relevant work experience.
- Broad knowledge of biodiversity conservation issues.
- Strong technical writing skills.
- An ability to work cooperatively with other staff, members of the SSC voluntary network and other organisations.
- A good command of English both written and spoken (additional language skills desirable).
- Personal commitment to species conservation and the objectives of IUCN SSC and the Specialist Group.
- Strong interpersonal and presentation skills. Confidence in interacting with experts, external partners, and in representing the [Group Name]
- Offers new solutions to problems; demonstrates an 'outside the box' attitude; takes an interest in new ideas and new ways of doing things.
- Ability to cope with varied workload and flexible working hours, and to work independently.
- Commitment to continuous learning. Keeps abreast of new developments in own profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues; shows willingness to learn from others; seeks feedback to learn and improve.