

Position/Job Title: Policy and Advocacy Manager (PAM)

Reports to: Executive Director

Location: Nairobi and outside as required

Profile

Required Knowledge, Skills and Experience

- Advanced degree in Wildlife Management, conservation, biology natural resources management or any other relevant field
- Demonstrable interest and passion for policy and advocacy
- Experience in conservation influence with at least five years' experience in conservation policy and advocacy
- Strong strategic and analytical mind
- Excellent understanding of the socio-policy and conservation environment in Kenya
- Experience with non-profit conservation organisations
- Demonstrable experience in proposal writing, project management, donor reporting and the logical framework approach
- Ability to speak clearly, concisely and cogently
- Excellent English writing skills
- Ability to get guidance and work with others and deliver results through teams
- Passion and commitment for conservation and ability to work beyond normal working hours to deliver targets
- Committed and ready to work in a corrupt free, open and transparent system

Duties

You support the Executive Director to develop and implement an effective programme of policy and advocacy for conservation actions for priority species, sites and habitats, in line with Nature Kenya strategic plan. You take responsibility for fostering ecological sustainability in ways that safeguard Key Biodiversity Areas (KBAs) and priority landscapes and species including those regarded as common. You promote uptake of Multilateral Environmental Agreements and participate in national and global meetings and processes. You lead/coordinate campaigns to safeguard KBAs in danger and lobby Government and development to take action to safeguard these places. You build the capacity of grassroot organisations working with Nature Kenya to champion site advocacy, education and awareness efforts. To achieve this, you will support the Executive Director to:

1. Mainstream KBAs/IBAs and biodiversity in general into key sectors of the economy: agriculture, energy, water, infrastructure and others.
2. Analyze policies, legislation and institutional frameworks at all levels and develop recommendations for key target groups.
3. Catalyze and influence policies, legislation and institutional frameworks for ecosystem resilience
4. Empower local communities and Site Support Groups to advocate for species and sites conservation
5. Demonstrate and advocate the values of nature
6. Encourage and promote sustainable production
7. Develop and implement on the ground demonstrations/models for enhanced ecological sustainability in the process of meeting economic/humans needs
8. Work with the public and private sector to promote best practice to mitigate negative impact of major developments
9. Communicate the Nature Kenya work to audiences to influence them to take action for biodiversity conservation
10. Contribute to the implementation of biodiversity linked international treaties to enhance KBAs conservation
11. Mobilize the resources needed to influence policy, to conserve and sustain ecosystems services

You will support the Executive Director to promote an understanding and acceptance of the importance of a healthy environment to well-functioning production sectors. This will require an extensive strategy of communication, education and public awareness and advocacy. You will develop and implement mechanisms to bring together representatives of various sectors in order to coordinate activities and address common concerns. Through mainstreaming, biodiversity concerns will be internalized into the way economic sectors, development models, policies and programmes operate. By integrating biodiversity concerns into the way sectors operate you will enhance the immediate benefits of improving environmental quality and productivity, and which also serve as a long-term safeguard for sustainable development.

You are responsible for developing a national constituency of institutions that recognise and support Nature Kenya work. An important part of the job is to ensure that Nature Kenya conservation work is packaged and disseminated to a broad range of stakeholders, partners and members. A critical component is to ensure that Nature Kenya is adequately represented in key advocacy national fora and that Site Support Groups and national institutions understand their roles and obligation in the implementation of key policies, legislation, treaties, agreements and conventions to ensure IBAs/KBAs conservation in perpetuity. To support these strategic goals, fundraising is a key component of your work and you will raise resources to support your position and others working with you to achieve your planned targets.

You will report to the Executive Director but work as part of a team with the Species and Sites Manager, Local Empowerment Manager, Marketing and Membership Manager, Programmes Support Manager, Finance Manager and all other Conservation Programme staff, interns and volunteers. This position cuts across many Society units and requires excellent collaboration and cross-reference and linkages with all units to ensure communication and advocacy targets address all Society objectives and targets.

Specific Responsibilities:

A. Reporting, supervising and planning

1. Report to the Executive Director
2. Work closely with Species and Sites Manager, Local Empowerment Manager, Marketing and Membership Manager, Programmes Support Manager, Finance Manager and all other Conservation Programme staff, interns and volunteers.
3. Attend and take minutes at the Environmental Legislation and Policy Working Group (ELPWIG)

B. Mainstream biodiversity into sectors of the economy

4. Analyse development policies, development strategies, conservation policies, laws and institutions and recommend/implement actions to promote biodiversity safeguarding
5. Promote climate smart agriculture systemically and at/around KBAs to sustainably increase agricultural productivity and incomes from crops, livestock and fish, without having a major negative impact on the biodiversity/environment.
6. Promote smarter location of wind energy, improvement of electricity transmission lines/designs to safeguard birds and advocate for avoidance of all areas that are hotspots for endangered species or areas likely to lead to significant bird and bat mortality
7. Advocate for appropriate placement of infrastructure e.g. roads, railways, transport corridors, cities, towns, schools, churches, dams for water harvesting and others to reduce/minimise/avoid impacts on KBAs/IBAs and other ecologically sensitive areas
8. Contribute to national, county and private sector policies, strategies, businesses cases and plans for development to promote KBAs conservation in perpetuity
9. Develop and implement strategies to engage appropriate stakeholders.
10. Engage all like-minded actors including media, institutions, membership and others to increase the voice and demand for sustainability

C. Advocacy and Networking

11. Develop, implement and update advocacy strategy for Nature Kenya
12. Track development initiatives, EIAs and coordinate generation of comments on key EIAs to ensure compliance with Nature Kenya strategic objectives
13. Coordinate Nature Kenya's representation at relevant parliamentary processes and key national and county meetings and conservation forums, and help advocate its conservation concerns in Kenya.
14. Develop advocacy training programme for Site Support Groups and collaborate with conservation programme for its successful implementation link to SSGs training.
15. Assist in the co-ordination and the operations of Nature Kenya's Policy and Legislation Working Group, and help develop Nature Kenya's position on relevant policy issues
16. Ensure that Nature Kenya's database of key contacts, including decision-makers, is up to date and is used to maximum effect in advocacy
17. Co-ordinate the Key Biodiversity Areas National Liaison Committee for Kenya
18. Coordinate reporting for advocacy meetings attended by other staff
19. Lead campaigns for developments or actions that jeopardize biodiversity conservation

D. Contribute towards the domestication, implementation and reporting for biodiversity related sub-regional, regional and international treaties

20. Analyse conventions and identify opportunities for conservation
21. Work with appropriate Government and other organisations to improve the implementation of national and international environmental laws and treaties
22. Catalyse mandated agencies to domesticate appropriate MEAs e.g. CBD, CMS, AWEA, CITES, UNFCCC, UNFCCC, Nairobi Convention and others
23. Prioritise participation and mobilise resources to attend key MEAs nationally and globally
24. Track the implementation of the NBSAP and links to MEAs programmes of work
25. Catalyse national and grassroots participation in key international days

E. Conservation Action

26. Develop a programme for SSGs policy and advocacy work
27. Liaise with Conservation Programme to ensure that SSGs participate in key events e.g. World Environment Day, World Migratory Bird Day, etc. and ensure such events are covered by the media
28. Prioritise sites in critical need for protection and advocate for their formal protection by government and local communities
29. Prioritize key habitats and develop strategies for habitat conservation

30. Stimulate the development of site management plans and advocate for their implementation

F. Project and Programme Management and Reporting

1. Support the Executive Director to ensure the effective and efficient implementation of Nature Kenya's conservation and advocacy projects and programmes, and that donor requirements of reporting and accounting are met
2. Ensure effective management for all the projects delegated to you by the Executive Director
3. Assist in producing workplans, budgets and quality reports to donor requirements
4. Guide field staff to effectively deliver planned project targets and outputs
5. Ensure monthly workplans and budgets are prepared and agreed with the Conservation Programme Manager and Executive Director
6. Ensure field reports are received every month and that reporting is based on impacts and results are fed into standard donor reporting protocols

G. Communication

31. Provide a focal point for advocacy communications at Nature Kenya
32. Coordinate advocacy communications and input into Nature Kenya publications
33. Provide content for updating the advocacy section of the Nature Kenya website ensuring that it remains dynamic and informative
34. Engage Nature Kenya members and the public in the Society's activities using the website
35. Consolidate media image and maintain contacts database
36. Write up articles for print and electronic media and publications
37. Create awareness on key conservation issues in Kenya and globally
38. Foster links with existing and potential Nature Kenya corporate members
39. Foster links with media and organize media participation in Nature Kenya activities
40. Stimulate the establishment of a media working group
41. Document lessons and experiences and communicate to the public
42. Take films and videos and market to media
43. Link with partners to ensure effective communication, advocacy and action for IBA/KBAs conservation

H. Fund-raising

44. Assess areas where donor support is potentially needed and match to appropriate donors
45. Write up fundraising proposals and submit to donors including corporates
46. Engage the private sector in biodiversity conservation initiatives
47. Assist to create opportunities to promote Nature Kenya's activities and projects to potential supporters and donors
48. Ensure that staff and operating costs are consistently incorporated into funding proposals
49. Strategically talk to individuals who have potential to support advocacy, SSGs work and conservation actions

I. General

50. Strive for personal and professional development by updating your knowledge and skills, and taking part in appropriate conservation-related activities outside the workplace
51. Maintain a safe, clean, organised and efficient personal work space and common areas
52. Any other reasonable duties as specified by the Executive Director