

**Why we are here**

To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

www.wwf.org.au

Job Description

WWF-Australia

ABN 57 001 594 074

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| Department | Experience |
| Unit/team | Philanthropy and Development |
| Job Matrix Group | WWF Corporate Professional |
| Job Matrix Level | 6 |
| Job Title | International Engagement Specialist |
| Reports to | Senior Manager, Stewardship & Public Sector Partnerships |
| Direct Reports | Nil |
| Location | WWF-Australia Office/location negot. |
| Job Type | Full Time Maximum Term Contract |
| Contract Period | 2 years |
| Hours per week | 38 |
| Award Coverage | Award Free |
| Approval | Head of Human Resources |
| Approval Date | 18/09/2024 |
| Organisational Context | <p>For over 60 years, WWF has been a powerful voice for nature and communities. We are a values-driven and diverse global network of local organisations working in 100 countries. We work as a catalyst with communities, First Nations, governments, businesses, innovators, and philanthropists towards our global mission: to build a world where people live and prosper in harmony with nature.</p> |
| - | <p>WWF-Australia uses our expertise to conserve biodiversity, empower communities and halt climate change in Australia and the Asia-Pacific region. With the knowledge and traditions of First Peoples and local communities, together we can bring change on a global scale for climate, nature, and people. Join us and help Regenerate Nature by 2030.</p> |



Department Context

WWF-Australia's strategy requires all staff to support the delivery of our objectives which aim to catalyse regeneration towards 2030 across the following strategic priorities: Regenerative Sky (Climate), Regenerative Country (Land) and Regenerative Saltwater (Oceans) - that deliver inclusive conservation outcomes. These three solution pathways are enabled by a focus on Engaging Millions, Regenerative Economy and ensuring a Future Fit Organisation.

WWF-Australia's Experience team is responsible for growing our supporter and revenue base and engaging our supporters and partners to take action to help regenerate nature. We create exceptional experiences, content, stories and journeys to inspire diverse audiences in driving change and achieving conservation impact.

The Philanthropy and Development team connects with people who have a desire to improve the state of the planet, and who are proud to leverage their resources and influence to fund WWF's conservation and sustainable development work. The team is focused on five priority areas: Philanthropy, Trusts and Foundations, Public Sector Partnerships, Global Investment and Stewardship. Through relationship management, the Philanthropy and Development team enables donors to make lasting and impactful contributions to protect the natural environment and support the communities that share it.

Job Purpose

The International Engagement Specialist delivers WWF-Australia's international engagement strategy. The role contributes to strengthening WWF's ability to achieve its strategic objectives through a structured program of engagement and relationship management, that supports the coordination, growth and stewardship of a sustainable income stream from international funding sources.

Key Accountabilities

- Manages the portfolio of relationships with partners across the global WWF Network who support conservation projects in Australia and implements a structured program of stewardship and engagement strategies to engage network partners and support growth opportunities.
- Works in close collaboration with internal teams to design targeted stewardship engagements and to meet reporting deadlines and requirements.
- Works in close collaboration with the Conservation team, Corporate Partnerships team and the Stewardship team to produce bespoke stakeholder communications, including high-quality proposals in collaboration with Network partners.
- Coordinates stakeholder engagements including providing logistical support for successful virtual events and on-ground experiences.
- Coordinates and supports the development, review and processing of international contracts across all departments at WWF-Australia.
- Works closely with the Finance team and utilises the Customer Relationship Management (CRM) system and other tools to maintain accurate records of activities, including income, status and pipeline.
- Undertakes research and analysis to remain up to date with the priorities, opportunities and future trends across the WWF Global Network.
- Participates in cross-organisation projects to ensure integration, including maximising shared opportunities from across the Experience Department, such as content creation opportunities.
- Undertakes data analysis and research to support revenue growth across the Philanthropy and Development team, as required.



**Job Level
Responsibilities**

- Contributes to operational planning, systems, processes, delivery, and reporting.
- Complies with legislation, standards, policies, and practices, particularly Advocacy with Excellence, Information Security, health and safety, child protection, prevention of sexual exploitation and abuse, security, sustainability, privacy, and equal employment opportunity.
- Aligns own work with WWF's mission, Guiding Principles, Brand, and I-CCaRe Values – Integrity, Collaboration, Courage and Respect.
- Seeks approval from the CEO for international travel.
- Performs budget administration, risk and quality management, and reporting.
- Participates in cross-organisation projects to ensure integration and maximising opportunities.
- Represents WWF as a functional expert within discipline and presents to groups.

**Relationships
Communications**

& Team-working is WWF's preferred way of working, requiring positive and constructive relationships across the organisation. Key relationships include:

- Office of the CEO to coordinate strategic integration, synergies, and opportunities.
- WWF-Australia Conservation, Finance, Engagement and Corporate Partnerships teams.
- WWF colleagues from across the global WWF Network.

Job Challenges

- The position requires the skills to build trust and work collaboratively to achieve engagement across diverse teams and donors.
- The geographically dispersed nature of WWF requires advanced communication and engagement skills.
- Maintaining knowledge of WWF's strategic objectives and activities and communicating this to the public and supporters in an engaging, meaningful way.
- Some outside of standard business hours work to align with international meetings.

**Essential
Criteria** **Selection**

- Excellent interpersonal and relationship skills, with track record in building relationships with a diverse range of internal and external stakeholders.
- Demonstrated ability in writing and presenting engaging, comprehensive, compelling presentations and reports for external stakeholders.
- A track record of success in developing and implementing engagement plans for both new and existing donors or customers.
- Strong initiative and drive, with the ability to work both autonomously and within multidisciplinary teams, often with competing priorities and deadlines.
- Administrative, organisational and logistics skills and high attention to detail and process orientation.
- Highly competent in project management, data analysis and reporting utilising digital tools (e.g. CRMs).
- A commitment to ethical standards of behaviour with a proven ability to exercise good judgement and discretion.



**Desirable Selection
Criteria**

- An understanding of contract management processes.
- An interest in environmental conservation and sustainable development.
- An interest in not-for-profit organisations.
- An understanding of, and support for, workplace sustainability principles.

Credentials

- Tertiary qualifications and/or equivalent relevant experience

**Does this role involve
working with
children?**

- No

Job Requirements

- Provide evidence of completion of a full-course of an Australian government-recognised vaccination against COVID-19.
- Relevant employment background checks.
- After hours work on infrequent occasions.
- Interstate/international travel infrequently and with advance notice.

How to Apply

Applicants can apply via <https://wwf.org.au/about-us/jobs-at-wwf/>. Only those applicants applying online via the eRecruitment System will be considered.

Please include the following two attachments: (1) a cover letter/statements against the selection criteria and (2) your resume (CV).

Note that applicants require current unlimited working rights in Australia to be eligible for this role.