

THE MOST IMPACTFUL CONSERVATION JOB IN THE WORLD.

JOB ANNOUNCEMENT: PORTFOLIO MANAGER

BCP's mission is making conservation of wildlife habitat valuable to people.

BCP is a leading African conservation company which aims to generate sustainable conservation finance through the forest carbon markets. We are working with community and Government partners to help conserve over 1 million hectares of globally significant wildlife habitats in Zambia interlinking 5 national parks. Most of the project areas are located in Game Management Areas (GMAs) governed by management agreements between local communities, the Government of Zambia, and BCP. These GMAs face deforestation and wildlife crime threats. BCP seeks an experienced, and energetic individual to generate funding proposals as well as oversee administration relating to their management in the conservation and livelihood sphere. This role will work closely with the CEO and other key staff to design, implement and monitor 'special projects' which innovate in BCP's conservation/livelihoods impact model. A key part of this role will be the overall project management of each successful funding grant awarded to BCP, and the timely reporting commitments associated with each grant.

The Portfolio Manager (PM) will build capacity to ensure that all grant communications are prepared and submitted to the highest of standards, with concise and realistic quantitative metrics on which to measure progress and success. The PM will coordinate teams of experts to develop and implement work plans in line with the funding proposal, ensuring the key objectives and outcomes are met. Central to this role is the progress reporting and financial report writing aspects. Timely accurate and relevant reports must be submitted in line with the reporting structure and award requirements of each grant. We are looking for a self-motivated, responsible candidate who have previous similar work experience, with strong team leadership skills and a proven results orientated project management track record.

STUFF WE WILL TRUST YOU WITH.

- **Portfolio management:** Managing multiple externally funded projects simultaneously; developing and maintaining a project plan of key events, reports and other client deliverables. Relationship management of clients will be key.
- **Achieving results:** through improving performance and project delivery; identifying the outcomes of a project or service; breaking down complex objectives into manageable tasks with clear responsibilities, targets and deadlines.
- **Building teams:** promoting team working, analysis and problem solving, negotiating and influencing closely with the BCP community engagement, operations and administrative teams to generate and implement multiple project work plans in line with the successful funding applications.
- **Quality control:** managing resources to achieve impact value for money; agreeing performance criteria for projects, services or consultants and reviews critical delivery points; identify potential areas for improvement/ development; ensuring targets are met, identifying problems, solutions and actions, ensuring timely generation of reports and results; Generating financial plans, budgets and project expenditure reports; understanding cost benefit analysis with awareness of cost implications of activities and uses most effective method for achieving results.
- **Business development:** Identifying potential funding opportunities and partners; Generating funding applications based on relevant calls for proposals in line with the Company Strategic Objectives. Working with CEO and other team members on designing innovative 'special projects' such as household cash dividend scheme experiment, and honey scale up.

- **Communicating results and achievements:** capturing results, development outcomes and success stories that can be targeted to raise the Company profile and generate new work and repeat business.

PROBLEM SOLVERS WANTED.

- A Bachelor's Degree in the field of Conservation or a related field required.
- A Project Management qualification and/or proven experience in a business-related field preferred.
- Relevant experience in funding applications and report writing.
- Previous experience in Grants coordination, report writing, financial reporting and project management.
- Coordination and organizational skills - even under a high workload with limited support.
- Experience working/living in developing countries.
- Strong assessment, evaluation, analysis and strategic planning skills.
- Demonstrated partnership and relationship building skills.
- Excellent oral and written communication skills.

STUFF YOU'L TELL PEOPLE AT PARTIES.

BCP is a leading African REDD+ project development social enterprise. BCP's mission is making conservation of wildlife habitat valuable to people. BCP runs two REDD+ projects in Zambia: The Lower Zambezi REDD+ Project and the Luangwa Community Forests Project. The Luangwa project is set to become Africa's largest REDD+ project by hectareage. The Lower Zambezi REDD+ Project is the world's only 6 times VCS-verified and triple gold CCB verified REDD+ project. As the 5th highest scoring B Corp in the world, BCP benefits 80,000 people across 13 Chiefdoms through a community impact model developed over 8 years. Our vision is community partnerships conserving Africa's last strongholds starting with over 1 million hectares of globally important wildlife habitats in Zambia's Lower Zambezi and Luangwa ecosystems.

WE EVEN DO BENEFITS DIFFERENTLY.

A competitive salary will be offered, with the potential for performance bonuses, travel opportunities for work, a great work culture, career growth, plus working with a diverse and committed team.

Candidates interested in joining an innovative and high-performance team, and working towards doing amazing things in project management and supporting livelihoods programs, please send a CV, a cover letter, and anything else that makes your application stand out by email to jobs@biocarbonpartners.com with Portfolio Manager – your name in the subject line. Please ensure your cover email stands out! Please also send 3 reference contacts.

Applications accepted from 2 September 2019 until the position is filled.