



CAPACITY AND ORGANISATIONAL STRENGTHENING MANAGER - JOB DESCRIPTION

Job title:	Capacity and Organisational Strengthening Manager
Location:	London-based with flexible, hybrid working to be discussed. During probation you will be expected to work at least 2 days in the office.
Hours	Full time 40 hours per week (will consider 4 days for the right candidate)
Salary	£42,640 - £52,000 (£34,112 - £41,600 pro-rata for 4 days)
Contract	Fixed (24 months), with possibility of extension

About the Role

You will manage and coordinate the on-going development of the overall capacity strengthening and organisational development offering to Synchronicity Earth's (SE) grantee partners (partners) across its portfolio of work, as well as support processes for reflection, learning and adaptation for SE internally and with its donors.

What you will do:

- Embed and finalise, in collaboration with the Programmes Team, the new partner-led capacity strengthening strategy for SE's offering to its partners and across its conservation programmes.
- Work closely with Programmes staff and affiliates to identify needs, facilitate shared learnings and co-ordinate responsive capacity and organisational support to its partners.
- Work with the Programmes and Engagement Teams to refine and strengthen our work to reflect and co-learn internally and with other donors.
- Coordinate and broker training and advisory support for internal trainings (related to capacity development with partners) and external support to partners as required.
- Lead the creation and implementation of a Monitoring Evaluation and Learning system for capacity strengthening work that complements our current systems and ways of working, including the creation of proactive feedback loops.
- Devise and develop structured reflection and learning opportunities across the team (internally), with partners, donors and other collaborators (externally).
- Coordinate or support on cross-cutting areas of work for SE's conservation programmes to build resilience in the sector, such as youth leadership.
- On-board and maintain any discrete grantee partners related to capacity strengthening work, focusing on the need to develop long-term trusted relationships.

- Manage related budgets and input into fundraising requests as required.
- Offer expertise in your area (internally and externally) and continue to horizon scan, assess impact, trial new approaches and to adjust accordingly.
- Occasional international travel may be required.

What you will bring to the team:

- An ability to form strong, trusted relationships with partners, staff and other collaborators, with an ability to advance a collaborative agenda and cultivate mutual learning.
- An understanding of environmental science, biodiversity conservation, natural resource management, community-led conservation, human rights and/or related fields.
- Significant proven background in delivery of organisational development/capacity development approaches to small NGOs in a variety of contexts.
- Excellent facilitation/co-learning skills, including experience applying different tools/methodologies and working with a variety of stakeholders.
- Significant professional experience in capacity development delivery and organisational development systems.
- Proven track record of managing staff/consultants.
- Able to recognise how a diverse range of work is contributing to overall strategic aims and objectives.
- Excellent written and verbal communication skills, including experience in building trust-based relationships and active listening.
- Experience of living/working in different cultural contexts.
- Experience applying and/or creating different learning tools and processes of reflection and adaptive management.
- Strong analytical skills, with a proven ability to track impact and apply learnings.
- Previous experience of Salesforce or similar CRM tools.
- Experience of working in small NGOs is preferable.