

# Global Coordinator for the ICCA Consortium

(new position expected to be filled by the end of 2019)

## Terms of Reference

(26 June 2019)

The ICCA Consortium is a global, membership-based network that promotes ICCAs-territories of life and wider efforts to strengthen indigenous and community leadership in conservation from global to local scales, and through its membership.

The ICCA Consortium's Global Coordinator is the **chief executive officer**, head of the Secretariat and responsible for day-to-day management of the organisation in its efforts to fulfil its mission and mandate as guided by its Members. The Global Coordinator reports to and is overseen by the Executive Committee of Council.

### **Key Responsibilities of the Global Coordinator**

The Global Coordinator's key responsibilities and tasks are:

#### **Strategy, leadership and organisational development**

The Global Coordinator is responsible for overall organisational leadership and in guiding, refining and executing the overall organisational strategy in pursuit of the Consortium's mission, and with accountability to the General Assembly, and the Council in-between its sittings. The Global Coordinator also plays the lead role in the development of the Consortium's internal capacity to deliver on its Strategy, including through building and retaining the Secretariat, securing funding, and developing strong and diverse partnerships as required for the Consortium to achieve its mission on a global scale.

Specific responsibilities include:

- Providing strategic leadership, foresight and on-going guidance for the Consortium as it grows and develops its Strategy, operations and membership in accordance with its mission, vision and organisational culture.
- Overseeing the development, coordination and ongoing support of all technical aspects of Consortium activities to guide the design and impact of the Consortium's work and priorities.
- Managing the growth of the Consortium's programming and resourcing while maintaining its spirit of activism, social justice, and voluntary collaboration across its diverse membership, as a core part of the Consortium's culture and heritage.
- Representing the Consortium with integrity and commitment to the Consortium's mission, vision and Strategy in all relationships with the Consortium's membership, partners, donors and other relevant organisations and individuals.
- Leading and overseeing all aspects of the Consortium's operational planning and management, and translating the mission, vision and Strategy of the Consortium into

an ambitious and actionable programme of work, in coordination with the membership and guidance of the Council.

- Overseeing a robust financial management system and resource mobilisation strategy to ensure the work of the Consortium is appropriately financed and resourced. Playing the lead role in identifying potential sources of funds, cultivating relationships with strategic partners and potential funders, and working with personnel and Members to develop and submit joint funding and partnership proposals.
- As the head of the Consortium's Secretariat, working closely with it to develop and oversee a supportive human resources management system, including policies and procedures for equity, diversity and inclusion as well as adaptive planning, monitoring and evaluation of personnel, to ensure coherence of the work of the Consortium in line with its overall mission, vision and Strategy.
- Working with the Secretary of Council to provide timely and accurate information, technical advice and Secretariat support to facilitate the governance work of the Council, Executive Committee, Standing and Ad Hoc Committees, Thematic areas of work and General Assemblies, and ensuring the Consortium's organisational policies and procedures are adhered to.
- Ensuring that all administrative and legal responsibilities and obligations are effectively discharged, including applicable legislation and rules of Associations in Switzerland.

In addition to the above core responsibilities, the Global Coordinator may accept other responsibilities that the Executive Committee may, from time to time, deem necessary to assign to her/him.

### **Requirements and Key Attributes**

This is an engaging, challenging, dynamic and multi-faceted role that requires strong and diverse skills, capacities and attributes, including:

1. Strong understanding of the ICCA Consortium's mission, its organisational culture and the broader environment in which it operates.
2. Passion for and personal dedication to issues concerning Indigenous peoples and local communities, conservation of nature and culture in territories of life and global sustainability.
3. Exceptional work ethic, integrity and commitment to work in service of the organisational vision and mission.
4. Familiarity and ease with policy processes at national and international levels as well as skills and sensitivity to support effective work at the grassroots level, and the realities and conditions that affect the Members of the Consortium.
5. Excellent leadership, inter-personal, communication and relationship management skills.
6. Experience with management and leading teams, including in non-profit organisations or social movements.
7. Proven skills and experience with fundraising.
8. Fluency in English, French and Spanish (the working languages of the ICCA Consortium) is highly desirable, with fluency in written and spoken English as an absolute minimum.

Knowledge of other national or regional languages where the ICCA Consortium operates is of additional value.

### **Application Process**

We invite applications to be submitted by email to the ICCA Consortium's Programme Manager (Ms Sarah Ryder) at [sarah@iccaconsortium.org](mailto:sarah@iccaconsortium.org) by 20 July 2019. A complete application must include the following:

- Letter of intent, including an overview of the applicant's vision, key priorities and/or proposals for this position;
- Curriculum vitae;
- A list of at least 4 referees willing to be contacted.

Applications must be submitted in English. Incomplete applications will not be considered.

*The ICCA Consortium celebrates cultural and human diversity and actively strives to be an inclusive organisation in terms of gender, sexual orientation, origin, race, age, language, social position, way of life, disability or religious, spiritual, ideological, or political convictions. We provide a welcoming and open environment for all people who are motivated to collaborate with us to achieve our [Mission](#). We warmly encourage applications from **any** suitably qualified person. Members of Indigenous peoples and local communities are particularly encouraged to apply.*