

Position: Programme Manager - Wildscreen ARK
Reports to: CEO
Location: Hybrid working (minimum 2 days per week at Wildscreen's Bristol office)
Salary: £32-40k per annum, dependent on experience.
Contract: Full-time, 37.5 hours per week. 4 days per week pro rata considered. 2-year fixed term. Flexible working possible.

THE ROLE

Do you want to help connect millions of people with the natural world?

Wildscreen ARK aims to democratise access to and the telling of nature's stories. Free to access, it will be the world's leading immersive and interactive storytelling platform showcasing life on Earth. Created and maintained via a powerful web of partners spanning the wildlife film, TV and photographer industries, conservation organisations, scientists and educators, it will be the go-to trusted resource for learning, raising awareness and the conservation of nature.

The Programme Manager will head up the initial two-year project, supported with funding from The Linbury Trust and Garfield Weston Foundation, to create a minimal viable product (MVP) that will form the nucleus of the new Wildscreen ARK.

We're looking for an experienced programme manager, comfortable with heading up complex digital projects, with a track record of taking an idea from concept to implementation and evaluation. Partnership and collaboration will be part of your DNA. As part of a small team, you will be a doer.

You will share our belief in the need to democratise access to and the creation of natural world content and the vital role this has in empowering young people, educators and conservation organisations to take action to protect our planet.

Never has there been a more critical time to engage the masses with nature, its protection and its restoration. Joining our team will provide a fulfilling role with purpose, and you'll be making an active contribution to helping the climate and biodiversity crisis.

About Wildscreen

We're a charity. We connect people with nature through storytelling.

Wildscreen envisions a world where natural world storytelling is inclusive, accessible and impactful and where nature is protected and thriving.

We achieve our mission through an ecosystem of interventions:

[Wildscreen Festival](#)

Our world-leading international festival, celebrating and advancing natural world storytelling, takes place biennially and is supported by year-round outreach events, partnerships and activities.

[Wildscreen Network](#)

Our dynamic membership network at the heart of the wildlife storytelling industry, nurtures talent, supports professional development, facilitates networking and the evolution of a truly inclusive global community of natural world storytellers.

[Wildscreen Outreach](#)

Our outreach work provides free and affordable access to natural world stories, content, knowledge and education in local communities, empowering a diverse, new generation of natural world storytellers and conservationists. Wildscreen ARK will be a core part of Wildscreen Outreach.

KEY RESPONSIBILITIES

Strategy and Management

- Provide leadership and overall management of Wildscreen ARK, responsible for the shaping and delivery of the strategy and future development of the project
- Build out and work closely with the expert ARK Advisory Council, consisting of experts from media industry, digital tech, NGOs, scientific institutions, education and impact and behaviour change. Consulting with them where appropriate, and managing periodic council meetings and task and work groups.
- Wildscreen ARK team management. You will be the first hire, with a budget for a full-time media researcher, part-time communications assistant, regular paid interns and access to a grant consultant/development manager.
- Monitoring and reporting on progress of programme delivery to internal and external stakeholders, including senior management, trustees, funders and partners

Wildscreen ARK Programme Management

- Management, delivery and testing of minimum viable product (MVP) within 2 years. Working with the Advisory Council and pro-bono technical experts, produce the technical brief for the Wildscreen ARK solution.
- Manage the tender process, commission and delivery by an external digital tech company.
- Manage the testing and evaluation of the MVP with real world users representing our key target audiences - conservation organisations, education specialists and citizen science representatives
- Working with secured pro-bono media, copyright and software licence legal experts, create licences needed for Wildscreen ARK
- Lead the transfer of Wildscreen's archive of endangered species image content (c.100,000 world class images and video clips) to the MVP, re-licencing via stock libraries, broadcasters, production companies and professional filmmakers and photographers.

Partnerships

- Identify, cultivate and maintain key strategic alliances and partnerships, across the following areas:
 - Content - with wildlife media industry (broadcasters, production companies, stock agencies), archives, individual media donors and conservation organisations
 - Scientific information and data sharing - with scientific institutions, conservation organisations, citizen science organisations
 - Education - educational bodies and institutions, education and learning platforms, conservation education specialists and teachers
- Manage and secure additional pro-bono expertise to support the project including legal, digital, sustainable finance, impact and behaviour change.

Finance and Fundraising

- Manage, monitor and report on the project budget. Lead on annual and future project budget planning.
- Ensure the successful delivery of Wildscreen and ARKs funding obligations, including the preparation of progress reports.
- Working closely with the CEO and fundraising experts, assist in the development of proposals to potential funders and supporters, across trusts and foundations, corporates and major and individual donors.

SKILLS SPECIFICATION

Essential skills and experience:

- At least five years experience in a programme manager or project manager role
- An entrepreneurial spirit with a proven track record of delivering projects on time and on budget
- Ability to prepare and manage budgets
- Good understanding of digital technology and experience of managing digital projects and contractors
- Excellent IT skills, including Microsoft, Dropbox
- Strong negotiating skills and the ability to manage complex situations
- A talented partnership builder

Desirable

- Experience of working for a charity
- Enthusiasm and knowledge of conservation and/or storytelling
- Experience within environmental education
- Experience and enthusiasm for environmental behaviour change
- Experience of using CRM systems (i.e. Salesforce)
- Project Management qualification (i.e. Agile, Prince)
- Fundraising experience
- Knowledge of copyright IP and the media industry
- Confident public speaking skills and happy to represent Wildscreen to external stakeholders

The successful candidate will also have:

- High levels of self-motivation, with the ability to act on own initiative, but also to know when to seek advice

- And enthusiastic and flexible approach to managing a busy workload, tight deadlines and problem solving
- Excellent personal, written and verbal communication skills
- Confident public speaking skills and happy representing an organisation to external stakeholders
- A good understanding of social and environmental issues

No candidate will meet every single desired skill. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you!

DIVERSITY AND INCLUSION

Wildscreen is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity. If you would like any additional support or alternative arrangements during our application process which would make you more comfortable, please do get in touch with us at jobs@wildscreen.org

HOW TO APPLY

Please submit a cover letter and CV, setting out your reasons for applying for this post.

The covering letter should be no more than two sides of A4 and directly address your ambitions for this role and how your experience aligns with the job description and person specification.

Your CV should clearly detail relevant experience and skills that would assist you in this role. This should be no more than two sides of A4.

Please do not include identifiable details such as your name, email or home address on your CV or Cover Letter as applications will be reviewed anonymously.

Two referees' names should be included but references will only be taken up in the event of you being shortlisted for the post, and only with your permission.

Applications should be emailed to jobs@wildscreen.org.

Deadline for applications: 6pm GMT, 10 March 2023.

No recruitment agencies, please.