

**Programme Co-Coordinator,
Countering Environmental Corruption Practitioners Forum**

Contract Type: Fixed term consultancy (12 months)

Location: Flexible

Employment Rate: Part time (50%)

Start Date: April 2023

Background

The Countering Environmental Corruption Practitioners Forum was launched in December at the 2022 International Anti-Corruption Conference (IACC) in Washington DC, with the aim of advancing programmatic approaches ‘to prevent and address corruption that harms the natural environment and the people who live near and rely on natural resources. Founded by [WWF](#), [Transparency International](#), the [Basel Institute on Governance](#), and [TRAFFIC](#), this ‘Forum’ brings together a virtual community of over 250 members from the anti-corruption and conservation communities, with work supported by a Core Team of representatives from each of the founding member organizations.

To enable collaborative practice on environmental corruption, the Forum:

1. Supports the exchange of knowledge and evidence.
2. Facilitates discussion and partnerships to identify opportunities for collective action.
3. Creates space to deepen and scale existing practice through collaboration and exchange.
4. Surfaces and synthesizes learning, experiences, and priorities for advocacy and policy forums.

Cumulatively through these efforts, the Forum aims to scale efforts to match the size and scope of the corruption-driven challenges faced.

About the role

To facilitate, drive, and enable this work we seek qualified candidates to apply for this fixed term consultancy in the role of Co-Coordinator. The role will be part time (50%), contracted by and reporting to the WWF International Governance Practice, but is anticipated to work to a Steering Committee, composed of representatives of the founding organizations.

Key responsibilities

Managing the organization of plenary meetings and working groups, including:

- Arranging timing, content, action points and follow ups from meetings;
- Identifying speakers, ensuring technical arrangements, recordings, etc;
- Helping to establish and grow working groups / task teams as needed;
- Should demand emerge for it and membership allow, running a mentor / technical assistance network.

Ensuring flow of information between members, including:

- Establishing and maintaining a space for online / virtual exchange;
- Building relationships across members to identify opportunities to convene parts of the network around common needs and capabilities;
- Reviewing direct support / partnership requests, ensuring they are clear and shared in the network;
- Establishing and retaining a repository of evidence and related resources;
- Mapping what is being done in the space to capture gaps and overlaps;
- Following up on tasks and action points.

Communications and advocacy:

- Publicizing meetings and activities on social media;
- Ensuring branding and donor reporting requirements are adhered to;
- Synthesizing key messages from the Forum for advocacy fora and organizing quarterly meetings with advocacy networks;
- Establishing / implementing a sustainability plan.

Support WWF capacity:

- Identify and mentor a core group of colleagues across the WWF network with a view to growing capacity to take on leadership roles and active engagement to shape the Forum.

Candidate requirements

This is an exciting opportunity for a motivated, proactive person with a drive for building bridges to engage in a crucial and interesting issue, and establish a wide network of stakeholders.

We seek candidates with:

- A bachelor's degree or equivalent in conservation, political science, development, or a related field. Particular experience / background in conservation would be considered a strength.
- Excellent knowledge of online meeting platforms, tools for effective remote communication and information sharing.
- A track record developing and maintaining vibrant online communities and a strong vision for how to make such networks impactful for members.
- Excellent communication and facilitation skills, highly organized, with the ability to problem-solve and understand and communicate complex issues in a simple, accessible format.
- Fluency in spoken and written English is essential and knowledge of other languages (French especially) would be an asset.
- Experience with resource mobilization is very welcome.

To apply

Please send in a single document (word or PDF) expressing your interest in this consultancy opportunity with “Practitioners Forum Co-Coordinator” in the subject line to mmartini@wwfint.org no later than 01 April 2023. This should include a brief cover letter explaining your interest and capacity and your CV. Within this please include your daily rate, including VAT.