

**ROLE DESCRIPTION**

# JOB TITLE: DIRECTOR WEST AFRICA OPERATIONS

**KEY OBJECTIVE**: Ensure the successful development and delivery of Tree Aid’s strategy in West Africa

**REPORT TO**: Director of Operations

**RESPONSIBLE FOR**: All Tree Aid employees in West Africa

**LOCATION:** Ouagadougou, Burkina Faso with regular travel

**DURATION:** Long term but subject to performance and fund availability

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**KEY OBJECTIVES:**

* Develop and grow the Tree Aid Programme in West Africa to meet Tree Aid’s mission, vision and strategy
* Lead the effective development and delivery of Tree Aid’s operations in West Africa to achieve the desired impact
* Promote and build the advocacy and influencing strategies of Tree Aid’s work in West Africa and beyond
* Ensure financial and operational accountability for our work in West Africa
* Provide leadership to the Tree Aid team in West Africa

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**1. Develop and grow the Tree Aid Programme in West Africa to meet Tree Aid’s mission, vision and strategy**

* Support the development of Tree Aid strategy and lead the development and implementation of Country Strategies and operational plans in all countries of responsibilities.
* Working with Director of Global Operations and the West African Senior Management Team, ensure that there is a robust pipeline of new projects in development that contribute to our strategy and operational plan
* Working with Director of Global Operations develop an institutional funding strategy and action plan that will support the delivery of our project pipeline
* Ensure that Tree Aid has an excellent knowledge of national and regional policies, strategic initiatives, and funding opportunities relevant to Tree Aid’s work
* Develop and maintain institutional collaboration and broad organisational partnerships with relevant institutional donors and associate, network and consortium partners in West

Africa

* Provide overall leadership for the design of new projects and the development of funding proposals for West Africa
* Hold overall responsibility for assessing the capacity of any new potential project partners in West Africa

**2. Lead the effective development and delivery of Tree Aid’s operations in West Africa to achieve the desired impact**

* Hold overall accountability in West Africa for the efficient allocation and use of resources in delivering Tree Aid’s programmes, coordinating planning between units, country offices and projects, making optimal use of resources, negotiating assignment of roles and responsibilities within a dynamic matrix management structure
* Accountable for ensuring all projects meet their objectives and are delivered on time and on budget
* Ensure that all projects are designed and delivered in line with our strategy for delivering sustainability and impact
* Provide overall management accountability for relationships with all West African based institutional funders of Tree Aid projects
* Provide accountability for relationships with West African delivery partners ensuring that partners are delivering and reporting to standards set within the Tree Aid Partnership

Agreements

* Oversee all project planning, monitoring and reporting activities
* Hold overall accountability for risk management and business continuity planning in West Africa

**3. Promote and build the advocacy and influencing strategies of Tree Aid’s work in West Africa and beyond**

o Co-ordinate lesson learning from monitoring and evaluation of the Tree Aid programme in West Africa ensuring impact and sustainability are achieved and that best practice and policy insights are shared across the West Africa and UK teams

* + Work closely with the UK Operations team to identify and capitalize on opportunities for advocacy at key international and regional moments, including UNFCCC, UNCCD and the Great Green Wall for the Sahara and Sahel Initiative (GGWSSI).
  + Work closely with the UK Operations team to help promote and build the advocacy and influencing strategies of Tree Aid’s work in West Africa and internationally

* + Help build strategic advocacy partnerships with a wide diversity of allies in West Africa and globally
  + Ensure there is shared learning with West African partner organisations and with other relevant international organisations
  + Accountable for coordinating information sharing with the UK on the programme portfolio, pipeline, specific projects and programme impact
  + Ensuring that Tree Aid insights, experience and expertise are shared by representing Tree Aid at relevant external events in West Africa and beyond

1. **Ensure financial and operational accountability for all Tree Aid’s work in West Africa** 
   * Ensure all Tree Aid financial regulations and procedures are adhered to
   * Accountable for accurate and timely budget planning, monitoring and reporting for all West Africa Operations, including monthly review and variance reporting of West Africa Management Accounts and project budgets (with direct responsibility for the latter delegated to project managers)
   * Accountable for contract control processes for all projects (with direct responsibility delegated to project managers)
   * Ensure all Tree Aid policies relating to financial and HR management are adhered to in the delivery of West Africa operations

1. **Provide leadership to the Tree Aid team in West Africa** 
   * Ensure that Tree Aid organisational values are understood and adhered to by all staff in
   * West Africa and that there is a collaborative and inclusive operating environment
   * Lead the West Africa Senior Management Team, ensuring job plans are in place and regularly reviewed
   * Ensure that the Tree Aid West Africa team have opportunities to learn and develop and to reflect jointly upon organisational performance o Lead the annual strategy days held in West Africa
   * Ensure all Tree Aid West Africa employees are performance managed and supported in delivering their job plans
   * Represent Tree Aid at relevant working-groups engaged in West Africa, UN and multi-lateral lobbying as required,
   * Represent Tree Aid at meetings, panels and workshops

**Person Specification**

Essential = E, Desirable = D

* Background of Master II or equivalent degree on rural development, agroforestry, forestry E
* Experience of operational leadership at a senior level in an organisation working on poverty and/or environment and development E
* Successful track record in project management delivering sustainable improvements in people’s livelihoods E
* Proven ability to manage and develop strategic relationships E
* Technical expertise in community development & environment socio-economics E
* Technical expertise in forest governance, tree enterprises, gender, agro-forestry, land restoration E
* Experience of leading strategic planning D
* Experience of leading project development and design D
* Ability to read and interpret financial accounts and project budgets E
* Experience of managing teams working across locations E
* Proven ability to bring out the best in a team through an inclusive and participatory leadership style E
* Good understanding of policy development processes and experience of interacting with decision makers within and outside government to support policy change and institutional capacity building E
* A demonstrable commitment to the poverty reduction and environmental protection E
* Good public speaker D
* Fluent in both written and spoken French and English D
* Able to undertake frequent travel across West Africa and elsewhere when necessary E