

Job Description

Job Title:	Senior EU Representative
Job Reference No:	AD1098
Programme:	Directorate
Grade:	Professional Leadership (C+)
Line Manager:	CEO

Main Purpose of the Job

The Senior EU Representative will provide oversight and coordination of fundraising, partnerships and communications efforts within the European Union; providing support to a healthy and sustainable project development pipeline to effectively deliver the Centre's strategy. The post holder will play a key role in external engagement with a particular emphasis on client care, new partnership development, diversification of income streams and unlocking access to additional financial resources. S/he will focus on extending the reach and improving the visibility of the Centre within Europe to maximise our impact, in collaboration with UNEP-WCMC colleagues. They will also provide the link with staff of the WCMC non-profit entity being established in Belgium.

This role is responsible for nurturing existing and building new relationships with partner organisations and funders. The aim is to increase our impact and to generate new revenue, over and above the Centre's collective target.

This is a senior leadership role within UNEP-WCMC, but is not a UN post.

Key Areas of Responsibility

The key areas of responsibility of this post are to:

- Oversee the EU development pipeline, ensuring it meets annual targets and that any gaps are promptly addressed
- Ensure that development resources are being used appropriately, with regular monitoring and milestone reporting
- Explore and identify new EU opportunities to diversity funding consistent with the Centre's strategic objectives
- Initiate new and support existing partnerships between UNEP-WCMC and international organisations, foundations, initiatives and businesses
- Advise colleagues in UNEP-WCMC on funding and partnership opportunities within Europe

- Share intelligence and recommendations to senior management in response to opportunities and/or changes within the European funding landscape
- Help all staff take advantage of opportunities with suitable partners by providing support and direction
- Represent the Centre externally and promote the Centre's work and expertise to the European Commission and other partners and donors in the European Union
- Contribute and respond to the agenda of the Board sub-committee on development-
- Ensure organisational processes and internal systems are adhered to
- Provide operational link with staff of WCMC non-profit entity based in Belgium
- The post holder will need to be flexible and adaptable to variable demands.

Other Duties

The post holder would undertake any other duties as may be required from time to time commensurate with the level of the post, and adhere to such targets as may be communicated by their line manager. The Senior EU Representative will be required to represent the Centre externally and undertake international travel on behalf of the Centre.