

## Terms of Reference: Programme Manager

<b>Reporting to:</b>	Director
<b>Full-time/Part-time:</b>	36 hours
<b>Location:</b>	Belgium/Netherlands
<b>Grade:</b>	Scale 11-12

### The overall purpose of the job

The Programme Manager provides strategic direction for the programme, ensuring clear priorities and strong coherence with the organisation's strategy across projects, partnerships and policy work. He/she leads the development of new programme concepts and oversees the preparation of high-quality proposals that increase our impact. The role facilitates the effective implementation of a portfolio of projects, ensuring strong knowledge development, strategic planning, partnership building and policy influence. The Programme Manager is responsible for some of our key projects, providing guidance, technical expertise and leadership to the team, and coordinating both technical and policy work. By combining these skills, the Programme Manager contributes to strengthening and growing the programme, enhancing our visibility, influence and ability to deliver meaningful change.

### Responsibilities and tasks

#### 1. Strategic Leadership and Innovation

- Provides programmatic strategic direction, identifying opportunities and areas for development, innovation and improvement .
- Monitors and analyses emerging environmental and social trends, policy developments and scientific insights, translating them into strategic opportunities for the organisation and its programmes.
- Identifies, nurtures and mobilises partnership and cooperation in support of programme and project conception and mobilisation.
- Coordinates and cooperates with other programmes in the Wetlands International Europe Office ensuring coherence, knowledge exchange and cross-programme alignment.
- Aligns and as necessary coordinates programmatic work in the European Office's region with other Wetlands International network offices and the Global Office.

#### 2. Programme and Project Management and Learning

Provides clear leadership to the programme and project teams, ensuring smooth coordination, clarity of roles, and effective collaboration with internal and external stakeholders.

- Ensures optimal project cycle management, including effective technical delivery, compliant financial oversight, and timely, compelling reporting for public, private and philanthropic donors.
- Ensures coordinated planning and implementation of programme and project activities, ensuring coherence with organisational strategies and efficient execution.

- Promotes programme learning, facilitating knowledge exchange, reflective processes and continuous improvement across teams and partners.
- Guides development of knowledge products, tools and evidence that enhance Wetlands International Europe's technical credibility, track record and influence.
- Communicates and advocates programme and project outcomes, sharing results, lessons and impact with donors, partners and decision-makers to raise visibility and strengthen thematic area.

### **3. Resource Development**

- Leads programme development, translating strategic goals into strong programme concepts, high-quality proposals and implementable project plans, work packages and organisational set-ups.
- Identifies strategic funding opportunities for programme growth and leads the development of competitive project and programme proposals.
- Ensures the design of compelling project and programme concepts, aligned with organisational strategy and donor priorities.
- Ensures strong donor stewardship, maintaining proactive, timely and transparent communication, and effectively sharing results, successes and lessons learned to strengthen long-term partnerships.

### **4. Policy Influence and Networking**

- Provides policy foresight and strategic advocacy advice, anticipating emerging EU policy developments and guiding the programme's positioning and responses.
- Communicates and advocates for Wetlands International Europe's work, increasing visibility, influence and uptake of results among decision-makers and partners.
- Identifies, initiates and advises on strategic partnerships that advance programme objectives and policy goals.
- Establishes and maintains effective relationships with key internal and external stakeholders, including EU institutions, NGOs, member organisations and technical partners.
- Represents Wetlands International Europe in relevant fora, policy discussions and high-level events, positioning the organisation as a trusted voice in its thematic areas.

### **5. Team Leadership**

- Provides clear leadership and guidance to programme and project staff.
- Supports and coaches team members, fostering a collaborative and high-performing work environment.
- Oversees workload planning and ensures alignment with organisational priorities.
- Promotes a culture of accountability, learning and open communication within the team.

## **Working relations**

INSIDE Wetlands International Europe:

Director Europe, Head of Operations, Programme Managers. Advocacy staff, programme staff and other technical and operations staff in the European office.

Wetlands International Europe's members and Wetlands International global and network offices.

OUTSIDE Wetlands International Europe:  
EU representatives, governmental and political representatives, partner organisations,  
donors, corporates and consultants.  
Networks and alliances.

## Profile

Wetlands International Europe's Programme Managers are committed, charismatic and passionate leaders. They are experienced in environment and conservation in Europe and believe in the urgency to conserve our wetlands for biodiversity and people. They are strategic thinkers with excellent communication and coordination abilities, capable of turning ideas into action while advancing the organisation's mission and influence. They combine strong programme development and project management skills with a solid understanding of environmental and climate challenges. They bring experience in designing and delivering impactful projects, mobilising resources, and working with diverse partners.

## Required qualifications, skills and competencies

- Relevant and extensive experience preferably in conservation, environmental sciences, social science, political science or a related field;
- Knowledge, experience and curiosity about European institutions and the EU political and policy formulation and implementation processes;
- Demonstrable track record of influencing political decision-making and leading advocacy strategy development;
- Demonstrable track record in programme and project development and implementation;
- Experience and demonstrable success in leading change and bringing people on a journey constructively and empathetically;
- Experience and understanding of working within large international organisations and NGO networks, combined with strong communication skills and the ability to engage stakeholders effectively;
- Experienced at building and maintaining partnerships with NGOs, institutions, governments and international networks, and at navigating complex, multi-stakeholder environments;
- Ability to negotiate, build consensus and communicate effectively;
- Leadership experience, ability to mentor and develop multicultural teams, fostering and maintaining a supportive and caring work environment, collaboration, and learning;
- Demonstrated skills and success at fundraising will be an asset;
- Excellent written and verbal communication skills in English, and an ability to communicate complicated messages authoritatively and clearly to different audiences including through written materials, one-to-one meetings and presentations;
  - Highly organised, reliable and detail-oriented, with strong analytical abilities and proficient use of MS Office and relevant IT tools
  - A firm commitment to Wetlands International Europe's mission;
  - Prepared to travel internationally;
  - Good IT literacy and experience with Microsoft Office.

This job description covers the main tasks and conveys the spirit of what is anticipated proactively from staff. Other tasks may be assigned as necessary according to organisational needs.