BGCI Vacancy Announcement

Title of post: BGCI Plant Health Manager

Job Purpose: To co-ordinate and manage BGCI’s International Plant Sentinel Network programme

Contract Type: Full time

Duration: Permanent

Location: BGCI Offices, Kew, London

Remuneration: £30,000-35,000 dependent on level of qualifications within a broad range (experience, education, training), performance related to project management, fund-raising, budget management, people management and other measures.

Position Summary

The International Plant Sentinel Network (IPSN) has been established to facilitate collaboration amongst institutes around the world, with a focus on linking botanic gardens and arboreta, National Plant Protection Organisations (NPPOs) and plant health scientists. The main aim is for these institutes to work together to provide an early warning system for new and emerging pest and pathogen risks. Through the IPSN, member gardens work with NPPOs to help provide scientific evidence regarding known quarantine organisms and potential new risks to inform plant health activities and thus help safeguard susceptible plant species worldwide. We are looking for a Project Manager who will manage the development and management of the International Plant Sentinel Network.

About BGCI

BGCI is an international conservation charity that exists to ensure the worldwide conservation of threatened plants, the continued existence of which is intrinsically linked to global issues including poverty, human well-being and climate change. BGCI has over 850 members and associates, mostly botanic gardens, arboreta and plant conservation organisations in >120 countries; we have offices in the UK, USA, Kenya, China and Singapore.

BGCI provides the secretariat for the Ecological Restoration Alliance of Botanic Gardens (ERA), and BGCI and its partners have over 15 years of experience carrying out tree species recovery through the Global Trees Campaign. In addition, BGCI leads the Global Tree Assessment, which is generating
the most accurate and comprehensive data on global tree diversity available. The GTA, ERA and the GTC have helped BGCI and its partners to develop and support a substantial knowledge base and expert network covering restoration and plant species recovery in >50 countries. BGCI’s broader network includes technical partners in nearly every country in the world.

Detailed Position Description

We are looking for an experienced Project Manager for the development and management of the International Plant Sentinel Network (IPSN) and other BGCI plant health projects. Specific tasks will include:

- Management of the International Plant Sentinel Network
- Implementation of six DEFRA funded research and development projects including creation of training materials, running workshops and providing training.
- Management of BGCI’s involvement in the BeXyl Horizon Europe project
- Management of the USFS-IPSN general surveillance project.
- Line management responsibilities for an IPSN Officer
- Collaboration with Fera and Forest Research on plant health topics.
- Coordinate the IPSN’s Research and Development Committee.
- Manage budgets and reporting on project deliverables to funders
- Identify new opportunities for funding the IPSN
- Management and further development of the Global Seed Conservation Challenge including fundraising
- Provide the Secretariat to the IUCN/SSC Seed Conservation Specialist Group
- Work with the SCSG to implement quadrennium targets

Person Specification

The Board of BGCI is seeking to appoint a person with outstanding project management, conservation, communication and networking skills. Candidates for this post will require a proven track record in a conservation or scientific organisation, managing or leading conservation/science projects, ideally in the international NGO sector. The post holder will demonstrate sensitivity to complex, multicultural and multinational institutions and structures. Working within a partnership model, candidates must be able to show their capacity to innovate and to manage change.

Education and Experience

Essential

- Eligibility to work in the United Kingdom
- A post-graduate level qualification in conservation, environment, science or another relevant discipline
- At least 5 years’ experience in a conservation organisation, managing conservation projects with multiple concurrent outputs and multiple partners
- Experience in interacting with international organisations and individuals
- Perfect mastery of English, both oral and written combined with excellent communication and presentational abilities
- Experience of creating training resources and running training workshops
Experience of managing budgets, setting financial priorities and preparing grant agreements
Experience tracking progress and reporting against logical frameworks
Ability to troubleshoot and problem-solve difficult situations calmly and effectively
Experience of meeting and liaising with government representatives internationally
Experience reporting to funders
Experience working with overseas partners – ideally in biodiversity hotspots
Applied plant conservation skills – this could include, for example, pest/pathogen management, seed collection, propagation, nursery management and species recovery.

Desirable
Knowledge of biological databases, tools and support services.
Experience of working for a not for profit organisation
Command of French or Spanish (able to read, write and speak with some fluency)

Skills and competencies
Essential
Capacity to innovate and manage change
Willingness to travel frequently internationally
Strong communications skills, including presenting confidently, in a variety of settings to diverse audiences
Competent IT skills

Desirable
Familiarity and experience in developing and submitting funding proposals, with a proven track record of success
Website content management and familiarity with databases
Knowledge of plant conservation approaches and methodologies
Knowledge of database functioning and development.

Application Process
To apply for this position please submit a CV and covering letter detailing your experience, relevant qualifications and reasons for applying to info@bgci.org.

Please send your CV, cover letter and the Equal Opportunities Monitoring Form to info@bgci.org

The Equal Opportunities Monitoring Form can be downloaded from https://www.bgci.org/wp/wp-content/uploads/2022/06/Equality-Diversity-Monitoring-Form.doc

Deadline for applications: 18th August 2023

BGCI is committed to putting equality, diversity and inclusion at the heart of our organisation. We are committed to ensuring a working environment in which all individuals are free from discrimination and in which opportunities are equal to all. We encourage applications from all sections of the community, particularly those underrepresented within our sector.