

**FOUNDATION FOR INTERNATIONAL
ENVIRONMENTAL LAW AND DEVELOPMENT (FIELD)**

JOB DESCRIPTION

DIRECTOR

Responsible to:	Director of IIED
Responsible for:	FIELD staff
Main contacts:	FIELD staff, other Group Heads and staff at IIED; other organisations working in similar areas (UK and internationally); other external actors in international environmental law and development
Main Purpose:	To direct, manage and lead the development of FIELD and to ensure that its work promotes the aims and objectives of the organisation; To contribute to FIELD's substantive work; To contribute to the wider work of IIED and its mission.
Contract:	Full time permanent contract.
Salary:	Programme Grade 2: £40k - £50k, depending on experience

Key Responsibilities

SUBSTANTIVE WORK

- To contribute to FIELD's substantive work, including through research, analysis, drafting of materials and the provision of advice on international environmental and development law, in at least one of FIELD's programme areas: Biodiversity and Marine Resources; Climate Change & Energy; and Trade, Investment & Sustainable Development.

STRATEGY

- To develop FIELD's strategy in support of its mission and vision;
- To ensure congruence between FIELD's strategy and the overall Strategic Plan of IIED.

MANAGEMENT, ADMINISTRATION AND PERSONNEL

- To line manage FIELD's staff. This includes carrying out appraisals, training needs assessment, disciplinary and grievance issues and regular support and supervision sessions, including weekly staff meetings;
- To work with Human Resources on the recruitment of new staff;

- To supervise, through the work of FIELD's Administrator, the overall administration of the organisation;
- To co-ordinate the activities of FIELD's staff and consultants, and provide guidance on research, project management and administration as necessary;
- To oversee quality assurance procedures to ensure that FIELD's substantive work is of the highest professional quality and that it is carried out as scheduled;
- To ensure, in conjunction with others, that all FIELD's publications and publicity materials, including FIELD's website, newsletter and brochures, are published regularly to the highest possible standard;
- To report to the IIED Director and FIELD Board of Trustees, and to oversee the preparation of materials for Board Meetings as necessitated by the legal status of FIELD within IIED; to monitor the implementation of any recommendations from the Trustees;
- To participate in IIED's Strategy Team, and other groups as appropriate, in order to inform and further the mission of FIELD and the wider Institute.

FINANCE AND FUNDRAISING

- To take overall responsibility for the financial affairs of FIELD and oversee programme budgets to ensure that FIELD's activities are sufficiently resourced. This includes the overall co-ordination of all fundraising efforts and the support of other members of staff in fundraising;
- To approve and authorise the execution of contracts entered into by the organisation;
- To ensure the accurate reporting of all FIELD's activities as required under contracts with donor agencies;
- To take the lead in fostering relationships with donors, individuals and private foundations.

EXTERNAL RELATIONS AND NETWORKING

- To represent FIELD and support the efforts of other staff in maintaining, promoting and developing FIELD's reputation, status and mission amongst donors, governments, intergovernmental organisations, non-governmental organisations, academics, the legal establishment and the corporate sector;
- To oversee the representation of FIELD's institutional interests in negotiation with academic partners, including University College London;
- To liaise with FIELD's associates and supporters;
- To assist in the international advocacy of FIELD and the representation of its mission to external audiences.

Personal Specifications

Essential Qualifications, Skills and Experience

- A degree or equivalent qualification in law
- At least ten years' relevant experience, including at least five years of working on international, EU or comparative environmental law
- Ability to contribute to at least one of FIELD's programmes: Biodiversity and Marine Resources; Climate Change & Energy; and Trade, Investment & Sustainable Development
- At least five years' strategic management experience particularly in relation to:
 - Leadership skills and qualities
 - Credibility as a line manager
 - Fundraising successes – proven ability to secure funding for different projects from a variety of donors
 - Advocacy and external relations skills
 - Self-management skills
- Demonstrable understanding of how civil society organisations work to effect change
- Excellent communication and inter-personal skills (including cultural awareness)
- An understanding of the range of constituencies that FIELD works with (including non -governmental organisations, intergovernmental organisations, partners and collaborators in developing countries, academia)
- First class facilitation skills and a track record of creating, building and sustaining teams
- An ability to synthesise a broad range of issues relating to international law and development
- Experience of setting and monitoring budgets
- A commitment to equal opportunities and diversity
- A commitment to the highest professional legal standards
- First class proficiency in the Microsoft Office suite (including Word, Excel and Outlook) and the Internet
- Willingness and ability to travel extensively

Desirable Skills and Experience

- A Master of Laws (LLM) in public/international law
- Admission to legal practice
- Knowledge of EU law and institutions
- A grounding in the issues involved in sustainable development
- Languages in addition to English (especially official UN languages)
- Experience of creating, developing and/or working within consortia, networks and alliances
- An understanding of the environmental voluntary sector