



## Chief Operating Officer

<b>Vacancy #:</b>	6443
<b>Unit:</b>	TRAFFIC International
<b>Organisation:</b>	TRAFFIC International (TRAFFIC)
<b>Location:</b>	TRAFFIC International, Cambridge, United Kingdom of Great Britain and Northern Ireland
<b>Reporting to:</b>	Executive Director
<b>Work percentage:</b>	100%
<b>Grade:</b>	M2
<b>Expected start date:</b>	01 September 2023
<b>Type of contract:</b>	Indefinite
<b>Closing date:</b>	26 June 2023

### BACKGROUND

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The range on offer for this role is GBP80,000 - GBP95,000 per annum. The role is expected to be located in Cambridge, UK, though other locations may be considered for an exceptional candidate.

This is a full-time position, based on a UK package. Additional benefits include: 12% employers pension contribution, life assurance (4x salary), and 27.5 days of annual leave (plus bank holidays). Hybrid working at 50% is available for this role.

For the full candidate pack, please see the TRAFFIC website: <https://www.traffic.org/about-us/careers/>

#### COMPANY BACKGROUND

TRAFFIC is the leading non-governmental organization working globally on trade in wild animals and plants in the context of both biodiversity conservation and sustainable development.

TRAFFIC International is a charity and limited company registered in the UK. TRAFFIC's head office, based in Cambridge UK, provides worldwide leadership, coordination, cross-regional and corporate functions. TRAFFIC's local engagement is managed through programme offices operating under the auspices of the UK charity, with staff based in a hub office and at other strategic locations where necessary. Programme offices operate within a geographic area of responsibility focused on one or multiple countries where TRAFFIC aims to help deliver priority programme outcomes. TRAFFIC works in strategic alliance with IUCN and WWF on wildlife trade issues.

### JOB DESCRIPTION

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The COO will be responsible for effective and efficient use of financial resources, identification and management of operating risks, and oversight of human resources, technology, and operational and administrative functions in the organisation. The COO reports directly to the Executive Director, oversees a global finance and operations team, and is a member of the Senior Leadership Team.

#### Specific Duties

##### Finance Management

- Provide Strategic leadership for development and implementation of medium and longer-term financial strategies for TRAFFIC
  - Provide support and leadership to the Finance Team to ensure adequate and efficient financial management across the organisation, at both global and programme office levels, including overseeing annual budget process, tracking of financial performance against budget, and periodic re-forecasting as needed;
  - Lead the development and implementation of sound accounting and financial policies, procedures, and systems in TRAFFIC, and supervise compliance in accordance with statutory and donor requirements;
  - Ensure effective and efficient cash and treasury management, including actively managing foreign exchange risk;
  - Prepare financial analytical information to measure performance and support decision making by the management and the board, thereby driving financial sustainability and a culture of financial accountability;
- Responsible for ensuring statutory and project audit processes are being complied with throughout the organisation;
- Ensure the overall accounting and financial information systems are fit for purpose and drive operational efficiency, and generate timely information for decision-making for management and Board.

##### Operations and Administration

- Oversee operational development of existing and new TRAFFIC offices, with attention to governance agreements, hosting agreements, office accommodation and facilities, business practices, and compliance with statutory requirements;
- Oversee development and implementation of key operation policies, procedures, and guidelines throughout the organisation,

including safeguarding, project management, health and safety, data protection, sensitivity activity management, security, and others;

-Oversee development and implementation of our internal environmental sustainability policy, including contributing to sustainability initiatives of the shared office space in the David Attenborough Building;

#### Risk Management

-Oversee TRAFFIC's organisational and project risk management systems, including regular strategic reviews of TRAFFIC's risk management framework, including the organisation's internal and external complaints mechanisms;

-Support the Executive Director and Senior Leadership Team in identifying and managing all aspects of organisational risk, including financial, legal, and reputational risks.

#### Human Resources

-Provide support and leadership to the HR team to ensure human resources are managed effectively across the organisation, including development and consistent application of HR guidelines and standards across TRAFFIC, and an effective performance and talent management system.

-Ensure strong internal awareness and support for the organisation's values, including our commitment to nurture a strong culture of diversity, equity, and inclusion.

#### Information Management

-Provide support and leadership to the Information Technology Team to ensure appropriate technology systems, strategies, and infrastructure are in place to support the operational needs of the organisation.

#### Governance

-Ensure compliance with UK statutory and regulatory requirements for TRAFFIC International;

-Provides secretariat support to the Board of Trustees and its Operational Committee, and support the implementation of finance and operational decisions of the Board of Trustees, as needed;

-Serve on Boards of TRAFFIC legal entities as appropriate;

-Represents TRAFFIC on the Board of CCI Services Company as company director.

## REQUIREMENTS

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- The ideal COO will be a proven leader with significant experience in international non-profit finance and operations. You will be an inspiring leader with demonstrated expertise in empowering, developing, and retaining highly performing teams, including leading indirect teams in a matrix structure. Crucially, you will bring a deep personal commitment to the sustainable development goals, nature conservation and sustainable use issues.

#### Key requirements include:

- Significant proven leadership experience at the Director level, working in financial, operations, HR, and risk management in non-governmental organisations.
- Broad international experience, ideally working within a charity structure which involves branch and subsidiary organisations.
- A general understanding of conservation and sustainable development issues is desirable.
- Strong skills in financial management, including budgeting and forecasting, statutory accounts and auditing processes, in non-governmental organisations, including familiarity with UK statutory and regulatory requirements for financial management of charities.
- Strong understanding of project management processes and experience working with donors, grantees, and cost recovery models.
- Demonstrated experience in successfully implementing significant organisational and cultural change in organisations.
- A leadership style that promotes and supports an inclusive culture, with a focus on empowering and working through others.
- Effective at analysing and resolving complex problems with practical solutions.
- Must demonstrate initiative, adaptive management, and collaborative decision making. Be able to work flexibly and under pressure.
- Excellent verbal and written communication skills in English, preferably the ability to work in French or another international language.
- General computer literacy in all standard applications and a good general understanding of the IT environment.
- A willingness to travel worldwide on an occasional basis.

## APPLICATIONS

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Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/6443>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

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### About IUCN

*IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.*

*Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and some 15,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.*

*IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.*

*Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.*

[www.iucn.org](http://www.iucn.org)

<https://twitter.com/IUCN>