



Global
Diversity
Foundation

Job Description

Position: High Atlas Cultural Landscapes (HACL) Programme Coordinator (5 days/week)

Working hours

You will be contracted to work 5 days per week, each day consisting of 7 working hours (breaks are unpaid). Timings are flexible but we require an overlap of online presence for at least 4-5 hours with working hours in the GMT or CET timezones (e.g. online presence between 10 and 15 CET).

Salary

The salary rate starts at £28,639 per annum for a yearly, renewable, independent contract.

Location

Remote working from Marrakech, with occasional international travel and substantial field work at GDF's field sites in the High Atlas.

Organisational Overview

The Global Diversity Foundation (GDF) is an environmental and social justice non-profit that nurtures and supports changemakers who are operating at all scales, working across boundaries and differences to find durable solutions to complex challenges. With over twenty years of experience in implementing long-term programmes that empower communities and regenerate biocultural diversity, we provide changemakers with hands-on support and diverse networks that help them create flourishing communities and environments around the world.

The High Atlas Cultural Landscapes (HACL) program is a collaborative effort between GDF and Moroccan Biodiversity & Livelihoods Association (MBLA) to assist Atlas rural communities in revitalizing traditional practices, sustaining livelihoods, and restoring nature. You can find out more about the history of the programme, as well as its current activities, on our website ([linked here](#)).

About the role

The HACL Programme Coordinator will join our team to oversee GDF's multi-year HACL programme. You will work closely with GDF and MBLA in-country staff, as well as the remotely located GDF team,

local and national partners, and funders to ensure the sustainability and effectiveness of the programme. The role also involves continuous engagement with local communities to understand their unique needs and challenges, facilitating community participation, and fostering collaboration with both local and global partners. You will also be collaborating with GDF's Earthquake Response team, particularly on all aspects of the earthquake response that relate to biodiversity conservation and livelihoods support.

Responsibilities:

Programme coordination

- Coordinate the successful implementation of all HACL projects and programmes;
- Act as the main liaison with the MBLA team, alongside the Earthquake Response Coordinator;
- Review and consolidate all programme management systems to ensure the smooth running of the programme;
- Collaborate with the team to build and expand the HACL programme;
- Coordinate and lead on programme evaluations;
- Oversee, in collaboration with the Communications Team, the implementation of a communications strategy for the programme, with a focus on rolling out national-level communications in multiple languages;
- Collaborate with the GDF field team to maintain, enhance and expand all local, regional and national partnerships to build a strong consortium of stakeholders for the HACL programme and serve as the main focal point for all GDF's partners in Morocco;
- Further develop and oversee the student, intern and volunteer system for GDF in the context of the HACL programme;
- Be the field focal point for Safeguarding, and the first point of contact for submitting any feedback, concerns or Safeguarding reports from the local team;
- Support the Programme Manager and the Administration and Operations Coordinator in the organisation of Trustees' Meetings, including raising items to bring to the agenda and producing material necessary for Director's Report.

Fundraising and grant coordination

- Support in the management of HACL grants and budgets, maintaining oversight of financial processes, budget monitoring and reporting requirements;
- Oversee decisions about spending, and support in the approval of invoices as well as in the continuous improvement of GDF's financial procedures;
- Collaborate with the Programme Manager to ensure timely reporting on grants, and lead on the writing of those reports;
- Maintain excellent communication and relationships with donors, and be the main point of contact for local donors;
- Develop, with the support of the rest of the GDF team, fundraising proposals to sustain and expand the HACL programme;
- Identify relevant grant opportunities for the HACL programme.

Team coordination

- Oversee the GDF team working in the HACL programme, encouraging an atmosphere of convivial teamwork, communication, and collaboration – both amongst field staff and with the wider remote team;
- Collaborate with the team to review and consolidate team and time management processes and internal reporting processes;
- Work closely with the Programme Manager to provide ongoing support to and oversight of HACL team members;
- With support from the Programme Manager and Administration and Operations Coordinator, lead on recruitment processes for HACL programme, including development and review of Terms of Reference and contracts;
- Support the Administration and Operations Coordinator with any HR matters relating to the HACL team;

- Lead on the organisation and facilitation of HACL team meetings;
- Develop and implement capacity-building and team-building activities for the local team.

Requirements:

Essential qualifications and skills

- Higher education degree in a topic relevant to GDF's work (anthropology, sociology, ethnobiology, natural sciences, agricultural sciences, etc);
- Minimum 5 years' experience in a similar role in the non-profit sector.

Our ideal candidate

- You live in Marrakech and are able and willing to travel as needed;
- You resonate with and believe in our values, and are passionate about our purpose;
- You are a proactive, resourceful and dynamic initiative-taker;
- You have robust experience coordinating complex field projects, ideally in Morocco;
- You have robust experience working in projects that focus on at least 2 of the main themes of the HACL Programme: agroecology, biodiversity conservation, rural entrepreneurship and cooperatives, local product commercialisation and marketing;
- You have the ability to design, implement, and assess project metrics to measure impact and success, while also being competent at producing comprehensive reports that illustrate project progress and outcomes;
- You enjoy overseeing, motivating, and coordinating teams and have leadership experience;
- You have experience in financial and strategic planning;
- You are skilled in building and maintaining relationships and partnerships with different types of people and organisations;
- You can easily switch between multiple tasks, which may demand different states of mind, and are able to multitask effectively;
- You are proficient at managing your own time and working efficiently under minimal supervision;
- You are confident and skilled in written and oral English;
- You can ideally communicate also in Arabic, Amazigh and French;
- You have positive experience with remote work and with working independently;
- You are culturally sensitive and able to interact positively with people from different backgrounds and cultures from across the world.

How to apply:

Please send applications to lorenza@global-diversity.org.

To apply, please submit your CV and a cover letter outlining why you want to work for GDF, how your profile suits the role and how your values and interests are a good fit for GDF. Applications without a cover letter will not be considered.

The deadline to apply is November 17th, but we will interview promising candidates on a rolling basis. We reserve the right to close applications early should we find the right candidate before the deadline.

We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We therefore particularly encourage applications from candidates of underrepresented backgrounds.