

European office

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African office

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The Tropical Biology Association

Our mission is to build the next generations of committed conservationists. The Tropical Biology Association (TBA) trains early career conservationists on its field courses and develops the organisational capacity creating effective conservation professionals, educators, and managers on our specialist training courses.

The Tropical Biology Association works in partnership with Nature Kenya – the BirdLife International Partner in Kenya. Nature Kenya hosts the TBA African Office in Nairobi, Kenya.

The Tropical Biology Association, through Nature Kenya, is looking for someone to take on the role of specialist training programme manager and join our small but dedicated team in our Nairobi office. Kenyans only need apply.



For details about the TBA, visit
WWW.TROPICAL-BIOLOGY.ORG

Job opportunity: Specialist training programme manager

This position's core function is to manage and further develop the Tropical Biology Association (TBA) specialist training programme (STP). Our STP is one of our strategic objectives and aims to develop professional and technical capacity of conservation professionals and managers working for conservation and research organisations. The Programme currently provides short specialist courses that are tailor-made, and deliver professional skills for NGO capacity development as well as technical skills in emerging topics. The courses happen face-to-face as well as virtually through the TBA online learning platform.

We are looking for a dynamic and creative individual who can i) coordinate and teach on existing courses — including facilitate guest teachers; ii) design new courses to meet market demand and raise funds to support them; and iii) support the strategic delivery and growth of the TBA's capacity building work.

The manager will be a talented teacher who is passionate about developing the capability of people and their organisations to conserve threatened species and habitats. The post will work with diverse stakeholders, and will be key at building and maintaining vibrant relationships with partners and funders, and ensuring a thriving specialist training programme.

Your roles and responsibilities

As the Specialist training programme's manager, your mission is threefold:

Leadership, management, and fundraising (40%)

- Manage the STP to ensure it delivers impactful results and supports the TBA's strategy.
- Provide leadership so that the Programme grows to increase TBA's impact in conservation through capacity development.
- Secure funding to sustain and expand the Programme - including through finding opportunities for new partnerships and courses.
- Continuously investigate and collate training needs so that TBA continues to adapt to emerging conservation issues and fill capacity gaps.

Teaching and coordinating teaching (40%)

- Design and coordinate specialist courses and learning activities, and formulate impactful training plan for a diverse array of training portfolio.
- Develop training resources, including materials, manuals, visuals, and e-learning content for online courses.
- Source quality trainers, and engage and inspire them deliver on their teaching duties effectively.
- Conduct training and take an active role in course teaching and facilitation.
- Select trainees and undertake course assessments, and integrate results into current and future training activities.

Administration and communications (20%)

- Manage courses logistics, and administrative duties, effectively within the programme.
- Manage trainees, trainers, and partners, and keep them informed, engaged and motivated.
- Ensure timely and effective delivery of reports to partners and funders.
- Deliver communication pieces and work with TBA staff so that the Programme maintains a high profile and attracts support and funding.
- Provide post-training support to trainees to maximise training outcomes and impact.
- Oversee budget planning and management.

Requirement and qualifications

- An MSc (or higher) degree in natural sciences, conservation biology, environment, or related fields.
- A real interest in capacity building and a flair for teaching. This includes experience and desire to inspire and develop skills in a group of people through practical and innovative teaching approaches.
- Experience in fundraising from diverse sources and donors.
- At least 5 years' experience working in the NGOs sector, and especially for conservation or research organisations.
- Proven project management experience including organizational ability and adherence to strict deadlines.
- Initiative for adapting existing courses to address emerging issues and for creating new courses based on demand and potential for impact.
- Good understanding of conservation challenges and solutions, particularly in the African context.
- Excellent interpersonal skills and ability to collaborate within a small but highly effective NGO team.
- Good communication, reporting and information management skills.
- Willingness to travel abroad and work after hours.
- Proficiency in English (proficiency in French will be an added advantage).
- Kenyan citizenship.

Join us in shaping the future of conservation education!

This is an exciting yet challenging full-time job. The incumbent may not engage in other activities including undertaking own research, consultancy or academic studies during the employment period. However, the position offers a great opportunity to gain experience in delivering and developing a portfolio of high standard specialist training courses that make an impact in the scientific and conservation world.

Are you ready to embark on this inspiring journey with us? Apply today and be a catalyst for change in conservation education!

Work Location: TBA offices hosted by Nature Kenya, Nairobi, Kenya.

Expected Start Date: 1 November 2023

Applications including full contact details (esp. telephone/Mobile and email) and the full contacts of two referees, should be sent to:

Head of African Office of the Tropical Biology Association

c/o Nature Kenya

P O Box 44486, 00100-Nairobi

Email: office-africa@tropical-biology.org

or hand-delivered to the

Nature Kenya offices at the National Museums of Kenya, to arrive by 5pm on 6th October 2023.

Only short-listed applicants will be contacted for interviews.