



Oxford HR | Candidate Pack

Associate Consultant – Environment, Climate and Conservation

October 2024

About Oxford HR

Oxford HR is a fast-growing global leadership consultancy, specialising in the impact and for-purpose sectors.

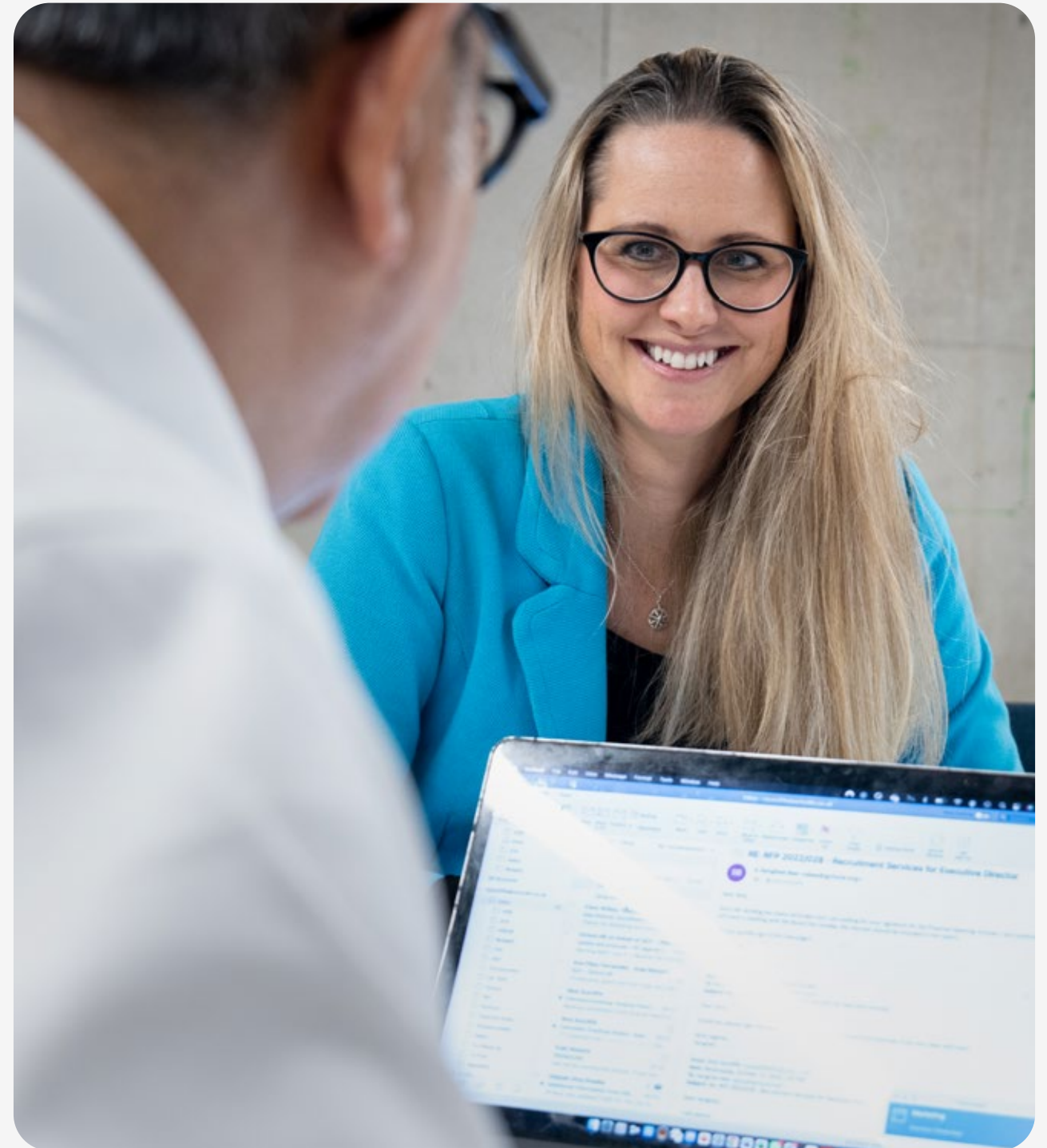
We manage executive level search and appointments and offer leadership and change services which include coaching, consulting, team and leadership development, Founder-CEO transitions, Board Placements, and more. We work with non-profits, NGOs, consultancies, foundations, start-ups, think-tanks, social enterprises, multi-lateral development banks, and government institutions. Our clients are from all over the world. We have developed the following sector specialist areas:

- Environment, Climate & Conservation
- Trade, Finance, Impact Investment
- Education
- Health
- Livelihoods & Agriculture
- Data, Technology & Research
- Human Rights & Equality
- Disaster & Humanitarian Response

Our teams work globally from offices in Europe (Oxford and Amsterdam), Africa (Nairobi), Asia (Singapore), and the Americas (Washington, D.C.). We have over 40 staff, and 45 associates spread across 20 countries. We embrace cultural diversity and as an organization, we are embracing our DEI journey and approach our work with an inter-sectional lens.

Sustainability is very important to us. We have integrated SDGs to our strategic plan and are partnering with Just One Tree, to plant 25 trees monthly in Madagascar to curb the climate crisis. We plant an additional 10 trees with each placed candidate.

Our Vision is 'an equitable, sustainable planet, delivered by leaders inspired by the need for urgent change' and our Mission is 'identify and support leaders in creating lasting positive social and environmental impact.'





The Role

Role:

Associate Consultant – Environment, Climate & Conservation

Location:

Kenya, Uganda, Tanzania, Rwanda, Ghana, DRC

Contract:

This role can be full, or part time and we're open to discussions about different work patterns

Environment, Climate and Conservation Sector Specialism

Addressing climate and ecological emergency requires ingenuity, disruption, and collaboration on a sizeable scale. Never has environmental leadership, both individual and collective, been so important.

We have had the privilege of working with a range of environmental, climate and conservation organisations. Local and global NGOs and charities that are protecting species, landscapes, natural resources and the rights of indigenous communities; campaigning and advocacy organisations championing climate justice; as well as philanthropies providing financial support and infrastructure to climate change initiatives and environmental research. We also work with research organisations focusing on sustainable interventions ranging from supply chain, agriculture and responsible procurement.

Our portfolio comprises NGOs such as Greenpeace, Global Canopy, RSPB, Oceana and the Environmental Defense Fund; conservation organisations such as the Sahara Conservation Fund, Maliasili and WWF; For purpose companies like Climate Impact Partners and Manufacture2030; philanthropies such as the Clean Air Fund and the Green Climate Fund; and organisations working towards sustainable and ethical supply chains such as Ethical Tea Partnership, the Sustainable Procurement Pledge, Forum for the Future, Bonsucro and the Better Cotton Initiative. Our goal is to work with many more and in the process deepen our own learning and understanding of what leaders need most.





About the Role

If you are interested in helping impact driven organisations that are committed to positive change, and like the sound of working in a multicultural entrepreneurial and nurturing environment where your expertise and opinion is valued, then this might be the place for you.

In this role you will work with a global team to develop our reputation and expertise in the climate, environment, and conservation space. You will be building relationships with new and current clients, listening deeply to understand their leadership and talent needs and running executive search processes (including head hunting, interviewing and

appointments) for INGOs, charities, social enterprises, start-ups, and consultancies, depending on the need.

You'll be encouraged to attend conferences and events and engage in general networking opportunities to promote Oxford HR and to develop your own reputation in the sector too. We run regular knowledge festivals to deepen understanding of key issues connected to climate, development, for-purpose leadership, diversity and inclusion. Your knowledge and expertise will contribute to the overall strategy of the company, and particularly the shaping of this key sector specialism.

Person Specification

Many of our Associates are established leaders who are looking to apply their knowledge, insights and networks in an area that is interesting and relevant to them. You may well have held a senior leadership role in a climate focused organisation or worked in consultancy dealing with topics around ESG, climate finance, or broader issues around sustainability or conservation.

Skills and Abilities

- A love for networking with ability to build authentic relationships.
- Good negotiation skills, persuasion, and ability to deliver convincing arguments.
- Excellent communication, listening and a partnership approach to working with clients.
- An affinity for business development, proposal writing and business planning.
- Experience working internationally and collaboratively with diverse and multicultural teams.
- Ability to manage a project team and a desire to get the best from people while creating a supportive working environment.
- Strong organisation, multi-tasking skills and ability to work to tight deadlines.
- Analytical, critical and intuitive.
- Excellent presentation and report writing skills.
- Keen interest in learning new subjects.
- Willingness to work flexibly.

Experience

- Work or voluntary experience in the larger environment or sustainability sector with a passionate interest in tackling climate change. An openness to different approaches to environmental action and a willingness to work with a range of organisations from radical activists to commercial startups.
- Demonstrable experience in managing multiple consecutive projects, prioritising and achieving results with and through others.
- Knowledge of climate justice issues, the decolonisation agenda and intersectionality.
- Experience in a client facing role in a commercial setting or with partners or funders in an NGO.
- Experience managing people, with a coaching approach.
- Previous involvement in learning & development, talent, coaching, mentoring or consultancy would be an added advantage. Experience in Executive Search is not essential if you can demonstrate transferable skills and alignment with our values.

Attitudes and Values

- Transparent and consistent
- Collaborative
- Accountable
- Open to change and agile
- Confident
- Solutions oriented
- Optimistic





Role Deliverables

Client Management

Build relationships with new and current clients, understand their leadership and talent needs and collaborate to meet their expectations in an effective manner. Manage client relationships for continued partnership and retention.

Candidate Management

Influence potential candidates to apply, interview and support them through appointments and rejections.

Team Management

Lead and oversee the accomplishment of core tasks in the assignment including candidate packs, search strategies, advertising, reports, milestones, invoices and ensure there they are delivered to the highest quality.

Project Management

Managing multiple consecutive projects, prioritising

work deadlines and achieving results with and through others.

Business Development

- Actively participate in business development efforts from proposal development, client calls, pitches and bring in potential clients to the BD team.
- Develop a personal brand as a professional within the industry through networking in person or online (LinkedIn, writing thought pieces).
- Attending and participating in conferences, networking events and exhibitions that are relevant to the industry and/or sector specialisms.

Research & Writing

Research trends in project management, international development and build your brand by writing industry-relevant pieces on professional platforms like LinkedIn and contributing to LinkedIn articles.

How to Apply

Please apply for this role through Oxford HR website, attaching your CV and Statement explaining why you are interested in this post and how your skills and experience make you suitable.

Timeline

Closing Date: 28th October 2024
Interviews: On a rolling basis

Selection Process

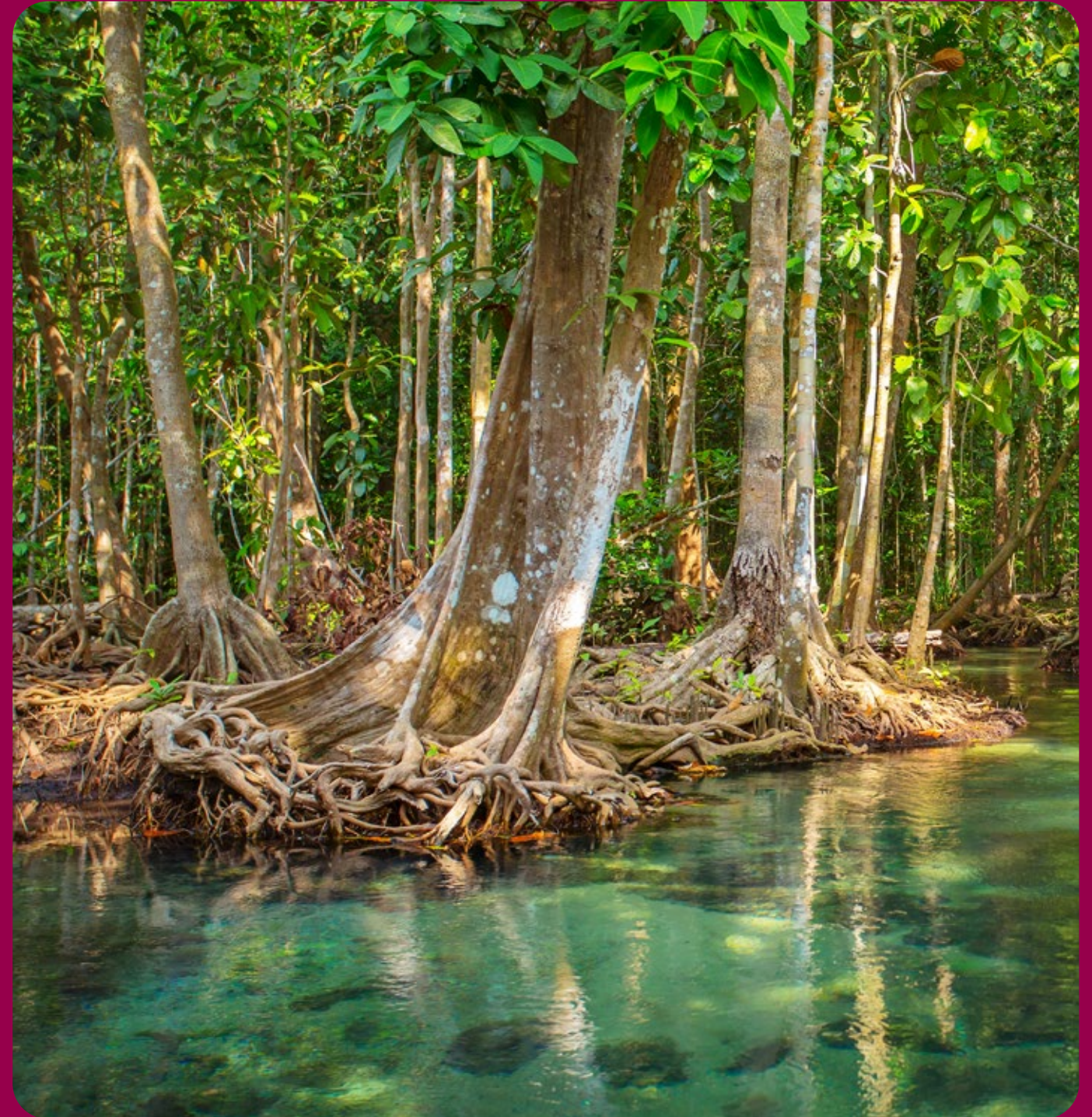
All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of Oxford HR's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at consultant-environment-africa@oxfordhr.com in the first instance.





Oxford HR Values

Oxford HR's values are aligned with those of the international development sector, and we are trusted to appoint leaders who are not only technically competent but who are also aligned in terms of organisation's culture and goals and committed to support the achievement of the UN Sustainable Development Goals (SDGs) and the priorities in the Agenda 2030 as well as the African Union Agenda 2063. More specifically we believe in:

Continuous improvement – we measure and evaluate what we do, get feedback and improve upon it. We use technology to support our work and ensure our team are constantly learning and developing their skills. We innovate wherever we can to secure our approach is the best possible for any project we undertake. We're open to criticism. We're naturally curious.

Collective and personal expertise – we believe no one person has a monopoly on the right answer and ensure we work collectively on our projects and challenges. We share knowledge and focus on disseminating ideas and

expertise across the whole organisation. We hire people who are steeped in the backgrounds they're delivering services in, who are professional and resourceful, and constantly eager to learn and committed to their own personal development.

Care – for our staff, our associates, our clients and candidates and for the sectors we work in. We work globally, across many cultures and constantly strive for a culturally sensitive response in all our projects. Our culture is non-hierarchical, and we regard staff and associates as equal parts of our Oxford HR family.

Cultural sensitivity - we recognise the under representation of certain minority groups in leadership roles and want to challenge that wherever we can. We relish having a diverse workforce.

Ethical and transparent – we uphold principles of ethical recruitment including openness and transparency in our dealings with candidates and clients.



Headquarters

46 Woodstock Road
Oxford
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

Amsterdam

Korte Schimmelstraat 12
1053 SZ
Amsterdam

The Netherlands

+31 (0) 683 334 473

Nairobi

Workstyle Africa,
1 Park Avenue, 3rd Floor,
1st Parklands Avenue,
off Limuru Rd

Nairobi,
Kenya

+254 (0) 715 163 631

Singapore

6 Battery Road
#06-16
049909

Singapore

+65 (0) 9114 1439

Washington

1250 Connecticut Avenue NW
Suite 700
Washington, DC
20036

United States of America