



JOB OPPORTUNITY - Application Pack

Position: Redonda Project Coordinator

Start Date: As soon as possible

Duration of Contract: One-year fixed-term contract (may be extended subject to review).

Location: The position is based at the Department of Environment office in Antigua, with regular national and regional travel.

Application process: Suitable candidates are invited to submit a resume and cover letter before Wednesday 15th JUNE 2016 to eagantigua@gmail.com. Short-listed candidates will be contacted for interviews.

The Opportunity

On behalf of all of the organisations participating in the Redonda Restoration Project, the EAG and FFI are seeking qualified candidates for the new post of Redonda Project Coordinator, based in Antigua.

The primary responsibility of this post will be to support the effective management and delivery of the Redonda Restoration Project against agreed work plans and donor requirements, working in close collaboration with FFI, EAG, Department of Environment and other national and international partner organisations, donors and other stakeholders.

The Project Coordinator requires strong project management and excellent communication skills. She/he will be a strong team player and enjoy working with a diverse range of colleagues and stakeholders, both national and international. Experience in raising funds would be an advantage. A higher degree in a relevant environmental, management or administration discipline is expected. In return, the role offers the opportunity to work on a globally important project with entrepreneurial organisations at the forefront of conservation.

Restoring Redonda

In 2016, a project will be launched to restore Redonda and preserve its unique biodiversity and historical values for the benefit and enjoyment of present and future generations. (For more details of the project objectives and activities over the next three years, see **Annex 1**).

Covering about 60 hectares, Redonda lies 56 km Southwest of Antigua and 23 km from Montserrat and is the peak of a long-dormant volcano, rising almost 300 metres above the sea. This rugged island supports many rare and unique species of both national and global significance. Redonda and its surrounding waters has been designated a global Important Bird Area because of its large

colonies of nesting seabirds. However, feral domestic goats and rats have turned this once-green island into almost barren, rocky landscape. Many native species have disappeared, and all of the remaining wild animals and plants are declining and face at high risk of extinction. So little vegetation remains that even the goats are starving to death.

The Environmental Awareness Group, Department of Environment, Department of Agriculture, Forestry Unit, Fauna & Flora International and other concerned organisations have therefore joined forces to tackle these problems, with international funding from the Darwin Initiative (UK) and the National Fish & Wildlife Foundation (USA). During the first three years, this project aims to:-

- Rescue the starving goats and transfer them to Department of Agriculture facilities on Antigua where this rare breed can be properly cared for and studied (2016).
- Eradicate black rats from Redonda using a combined ground-based and aerial baiting operation, and establish measures to prevent future reinvasion by these or other pests (2017).
- Monitor the effects of this work on the wildlife and ecology of Redonda (from 2016 onwards).
- Designate Redonda and its coast a protected area in accordance with the national land use plan.
- Inform and educate the public about Redonda and this project, and use Redonda as a world showcase for demonstrating how islands can be restored.
- Strengthen national capacity to control invasive alien species and to manage and monitor Redonda effectively.

Based on our collective experience of restoring other islands in this region, plants and animals on Redonda will swiftly increase. Improvements are likely to appear within the first 12 months. The Project Coordinator will have a central role in managing and implementing all aspects of this exciting project.

TERMS AND CONDITIONS

Duration of contract: 12 months, with potential to extend, subject to need.

Probation Period: 3 months

Location: Antigua, with occasional travel to Barbuda, Montserrat, St Kitts & Nevis and other countries.

Benefits:

- 12 working days' annual leave entitlement plus national public holidays observed in Antigua.
- The EAG will provide Workman's Compensation insurance, as stipulated by law, to cover injury or incapacitation on the job and subsequent loss of earnings.
- Statutory payments will be made to Social Security Corporation, Medical Benefits Scheme, and the Inland Revenue Departments as stipulated by law.

Hours of Work: This is a full-time position, working 40 hours per week.

JOB DESCRIPTION

Title:	Redonda Project Coordinator
Reporting to:	Head of Caribbean, Fauna & Flora International (FFI), Offshore Islands Conservation Programme (OICP) Coordinator, Environmental Awareness Group Technical Officer, Department of Environment
Oversees:	Will be required to manage short-term interns and volunteers
Key Internal Relationships:	President and Board (EAG) Eastern Caribbean Coordinator (FFI) Senior Programme Manager, Americas & Caribbean (FFI) Projects Manager, Americas & Caribbean (FFI)

General Responsibilities:

- To manage and coordinate the Redonda Restoration Project against agreed work plans and donor requirements, working in close collaboration with other members of the Redonda Project Implementing Team (which comprises focal persons from the EAG, FFI and Department of Environment), the Project Steering Committee (representatives from a wider circle of agencies with interests in Redonda), and other technical organisations and experts (e.g. Wildlife Management International Ltd and British Mountaineering Council), donors and other stakeholders.
- To participate in fundraising and the development of activities linked to the Redonda Restoration Project.
- Time permitting, to contribute to the development and technical support of other conservation initiatives in Antigua & Barbuda and the Caribbean region.

Specific Duties:

Project Management and Coordination

- Prepare and maintain a personal work plan for tasks to be carried out. The work plan should show time to be spent supporting project objectives, activities and deliverables in Annex I and relevant grant agreements.
- Assist the Project Implementing Team, Project Steering Committee and other participating organisations and experts to agree and monitor project targets and work plans, following the guidelines and requirements set out by the donors and line managers.
- Maintain regular contact with members of the Project Steering Committee.
- Mentor and maintain regular communications with project staff and partners, and report regularly to the line managers.
- Supervise temporary internships, students and work placements, and provide logistical support to national and international persons working on the Redonda Restoration Project, including organising accommodation, transport, equipment and supplies for field personnel.
- Ensure that field operations are conducted to the highest possible standard of environmental good practice, cultural sensitivity, health, safety and welfare. This includes obtaining insurance details, next-of-kin contact details and other relevant details for personnel working on Redonda.

- Maintain an effective record of project activities and expenditures in communication, as required, with the line managers and the EAG Treasurer, FFI Finance Business Partner and the FFI Americas Projects Manager.
- Ensure project documentation and data are properly filed and shared as appropriate, following FFI, EAG and Department of Environment systems as required.
- Keep records of minutes of important project meetings held, and the names and contact details of participants.
- Manage and maintain project equipment and other assets held in Antigua.
- Liaise with project team members to ensure the smooth logistical coordination of the goat rescue, rat eradication planning and implementation, biodiversity monitoring, marine surveys, outreach, training, protected area planning and other site-based activities. This will necessitate meeting regularly with field personnel, partner organisations, consultants and other stakeholders.
- Liaise with the FFI Communications team, EAG, Department of Environment and partner organisations to communicate and promote the Redonda Restoration Project and conservation issues, including drafting media releases and providing written materials, news stories, blogs, and/or popular science articles.

Technical

- Participate in designing and implementing effective methods to monitor and evaluate project impacts and outcomes for biodiversity and people, taking into account donor requirements.
- Advise and assist project team members and associates to ensure their work is in accordance with the project objectives. Conduct regular joint site visits and meetings, and work together to resolve any problems.
- Provide technical support to other conservation projects in this region or globally, as required.
- Other technical tasks to be determined, depending on the successful candidate's particular expertise and interests.

Reporting

- Produce a concise internal report (1–2 pages) every month, describing activities carried out, any problems or opportunities encountered and recommendations or next steps. Minutes of important meetings may be appended.
- Prepare draft reports to donors within agreed internal and external deadlines, ensuring that internal approval and reporting procedures are met.
- Ensure proposals, reports and other project outputs are of a high standard and abide by any institutional and donor requirements. This will include reviewing and editing reports prepared by other personnel working on the Redonda Restoration Project.
- Ensure that all internal reporting requirements are met and provide information on project implementation as required.

Development

- Where possible seek and secure additional in-kind support (e.g. donations of field equipment, discounts on transport) and funds for the Redonda Restoration Project, in consultation with the Project Implementation Team and FFI Fundraisers.
- Facilitate project site visits by donors, if required and requested by the Line Managers.
- Identify individual and institutional capacity needs, and work with the FFI Head of Caribbean and Conservation Capacity team to address training and other needs.

General

- Represent the Redonda Restoration Project at internal and external meetings, and assist in dealing with external enquiries about the project, including media interviews.
- Support effective monitoring and evaluation of impact and outcomes.
- Offer technical inputs and troubleshooting to conservation projects as required, both in the office and in the field.
- Work with the Line Managers to identify and address training or other needs to develop the candidate's own conservation and management capacity.
- Participate in overseas training, conferences and/or activities on other conservation projects, where mutually agreed in advance with the Line Managers.

PERSON SPECIFICATION

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Project management skills, including project planning and reporting • Proven ability to work sensitively with a range of people and organisations • Ability to gather and analyse technical information, including qualitative and quantitative data • Excellent communication and presentation skills (written and oral) • Ability to think laterally and creatively and to learn quickly • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Proven financial / budget management skills • Proven ability to develop relationships with sponsors and secure financial support • Technical skills and knowledge relating to island/coastal environmental management and/or biodiversity conservation • First aid
Knowledge and experience	<ul style="list-style-type: none"> • A relevant higher degree in a conservation or management subject or equivalent experience • A good understanding of a range of environmental issues • Experience of field and community work in Antigua & Barbuda • Experience working with local partners, authorities and communities in varied cultural contexts 	<ul style="list-style-type: none"> • Experience developing and delivering training • Track record in project development and fundraising • Specialist knowledge on particular environmental subjects • Experience of financial/ budget management • Experience of project evaluation and impact monitoring
Behavioural qualities	<ul style="list-style-type: none"> • Ability to deal with challenges in a positive way • Builds positive personal and organisational relationships • A considerate team player • Ability to work under pressure and to deadlines • Strong commitment to conservation and desire to make a difference 	
Other	<ul style="list-style-type: none"> • Entitlement to work in Antigua • Ability to travel to the UK for training and meetings 	<ul style="list-style-type: none"> • Own transport

ENVIRONMENTAL AWARENESS GROUP (EAG)

Established in 1988, the Environmental Awareness Group is the largest environmental NGO in Antigua and Barbuda, with a strong track record of successful environmental projects. Some of its many accomplishments include: nationwide inventory of biophysical properties and community use of wetlands; promoting ecotourism and providing training courses for the tourism industry; developing new protected areas; and coordinating the award-winning Offshore Islands Conservation Programme, which restores, protects, monitors and promotes the sustainable use of the globally important islands in Antigua's North East Marine Management Area.

FAUNA & FLORA INTERNATIONAL (FFI)

Founded in 1903, Fauna & Flora International (FFI) is the world's longest-established international conservation organisation. Our vision is to create a sustainable future for the planet where biodiversity is conserved by the people living closest to it. We aim to do this through the conservation of threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science and take account of human needs. We have become a trusted entity in the world of conservation. FFI works in over 40 countries. We have been supporting conservation initiatives in the Lesser Antilles since the early 1990s, where we have specialised in building conservation capacity, island ecosystem restoration and the recovery of endangered island species, such as the Antiguan racer and Lesser Antillean iguana. FFI currently works with partners in Anguilla, Antigua & Barbuda, Barbados, Saint Lucia and St Vincent & the Grenadines. Through the Global Trees Campaign, Conservation Leadership Programme and other mechanisms, we have also supported conservation projects and practitioners in Cuba, Jamaica, Haiti and Trinidad & Tobago. FFI values diversity and is committed to equality of opportunity.

DEPARTMENT OF ENVIRONMENT

The overall mission of the Department of Environment is to provide technical advice and implement projects and programmes on behalf of the Government and the people of Antigua & Barbuda. It seeks to protect and enhance the country's environment, as well as seek common solutions to national, regional and global environmental problems. The Department plays a vital coordinating role, bringing other relevant government agencies together to plan, implement and review environment projects (in the present case, cooperating government agencies include, *inter alia*, Forestry, Fisheries, Livestock, Coastguard, National Parks Authority, Tourism, Education, and Development Control Authority). The Department will provide office space and meeting room facilities for the Project Coordinator during their tenure.

ANNEX 1:

Redonda Restoration Project

Summary

Redonda is an uninhabited and biogeographically isolated island 56 km Southwest of Antigua and 23 km Northwest of Montserrat. Britain extracted up to 7,000 tonnes of seabird guano every year from 1865–1914, and the island became a dependency of Antigua & Barbuda in 1967. Though only 1.5km across, Redonda supports rare and important biodiversity e.g. five endemic reptile species, four of which are Critically Endangered, and it is a global Important Bird Area.

Redonda was independently recognised as the Caribbean’s priority island for restoration in regional analyses in 2009 and 2015 due to its threatened wildlife and excellent prospects of lasting success. Surveys have confirmed severe ongoing declines in the diversity and abundance of fauna and flora. The main drivers of biodiversity loss and desertification are feral goats and black rats (*Rattus rattus*), left here by humans. So little vegetation remains that even the goats are starving to death.

This project will translocate the goats to Antigua (where the Department of Agriculture wishes to study and preserve this rare breed), eradicate the rats, and hence expedite the recovery of native species and habitats. This project has backing from a wide range of government and civil society organisations who share a common vision for Redonda as an internationally recognised centre for conservation and research.

The Project Implementation Team will comprise the Project Coordinator, Education & Outreach Officer, FFI Head of Caribbean and other focal points from each partner organisation, and senior technicians for the goat and rat operations. A further 20–40 persons (mainly national government and NGO technical staff) will receive training and implement fieldwork and outreach. A Project Steering Committee, comprising additional representatives from all relevant government agencies and stakeholder groups, will meet quarterly to review progress and help the core team resolve any issues.

The Redonda Project Coordinator will coordinate this important project, working closely with the FFI Head of Caribbean and key staff in the Government of Antigua & Barbuda, Environmental Awareness Group, British Mountaineering Council, Wildlife Management International Ltd and other partners to manage, implement and ensure the longevity of this work.

Objectives and Activities in 2016–2019

The following objectives and activities were detailed in the successful grant proposal to the Darwin Initiative. Please refer to the proposal for the proposed timetable. Additional objectives and activities (e.g. marine surveys and mapping, archaeological surveys) may need to be developed during the course of this project.

Goal: The permanent removal of harmful invasive species triggers the recovery of endemic species, habitats and ecological processes on Redonda, and enhances Antigua & Barbuda’s natural capital and conservation capacity.

Objective 1: Alien invasive vertebrates (rats and goats) successfully removed from Redonda, with systems in place to prevent (re)invasions.

Activities:

- 1.1 Complete Operational Plans and Standard Operating Procedures to remove goats and eradicate rats
- 1.2 Capture and transfer goats from Redonda to enclosed government farmland on Antigua.
- 1.3 Establish baiting grid on Redonda and eradicate rats.
- 1.4 Establish biosecurity surveillance system to prevent incursions, and monitor Redonda every 2 months to verify no invasive vertebrates remain
- 1.5 Publish technical report(s) detailing the methods, results and any lessons learned from Objective 1.
- 1.6 Incorporate biosecurity system into the costed management plan for Redonda (Objective 3)

Outputs include:

- Goat Translocation Operational Plan, SOPs, and Final Report (by end 2016)
- Rat Eradication Operational Plan (by September 2016), SOPs and Final Report (by end 2017)
- Biosecurity plan and protocols, monitoring datasheets and quarterly reports.

Objective 2: Monitoring system established to measure the responses of fauna, flora and ecological processes to the removal of alien invasive vertebrates.

Activities:

- 2.1 Project scientists design and agree standardised methods to monitor birds, reptiles, bats, invertebrates, plants, soil and microclimate.
- 2.2 Conduct monitoring as per 2.1 during the grant period (before and after removing the goats and rats).
- 2.3 Finalise manual detailing the monitoring methods, incorporating lessons learned from 2.2.
- 2.4 Publish technical reports detailing the results and lessons learned from Objective 2.
- 2.5 Incorporate ecological monitoring plan into the costed management plan for Redonda (re: 3.4)

Outputs include:

- Biodiversity monitoring plan and manual.
- Biodiversity data and reports, including fixed point photographs and vegetation plots.

Objective 3: Redonda becomes a protected area in accordance with the Sustainable Island Resource Management Zoning Plan for Antigua & Barbuda, with an effective structure to manage its ongoing ecological recovery and sustainable use.

Activities:

- 3.1 Complete stakeholder consultations in Antigua and Montserrat.
- 3.2 Prepare and submit technical proposal to Cabinet to designate the Redonda Environmental Protected Area (EPA). This step is likely to require surveys and mapping of the proposed protected area.

- 3.3 Quarterly management meetings of the Redonda EPA Management Committee.
- 3.4 Develop a costed 10-year management plan for the protected area using a participatory process.

Outputs include:

- Management committee established and operational by 2018.
- Redonda designated as an Environmental Protected Area
- Draft Redonda Management Plan (by 2019)
- Redonda Management Committee ToR and meeting minutes.

Objective 4: National capability to plan, manage and implement and monitor invasive species projects is raised, supported by enhanced technical skills and greater public awareness and cooperation.

Activities:

- 4.1 Plan multi-media campaign to communicate project to the public on Antigua and Barbuda and neighbouring states
- 4.2 Implement campaign, including media releases, signage and phone-in radio shows, and evaluate impact on public
- 4.3 Analyse training needs of field personnel.
- 4.4 Conduct training classes and on-the-job mentoring for local personnel participating in eradication and biosecurity activities (re Output 1)
- 4.5 Conduct training classes and on-the-job mentoring for local personnel participating in biodiversity monitoring (re Output 2)
- 4.6 Local technicians participate in project meetings and key field activities with FFI training and mentoring where needed.
- 4.7 Evaluate impact of 4.4–4.6 on the competences of local personnel in government and NGO sectors.
- 4.8 Student research on Redonda's biodiversity and management for postgraduate degree(s).

Outputs include:

- Selection of education and outreach materials
- Project profile and documents posted on Eco-index
- Interviews of representative sample of residents in Antigua, Barbuda and Montserrat
- At least 20 local persons trained on invasive species control (by 2017) and ecological monitoring (by 2018) respectively.
- At least 1 local student studying Redonda for postgraduate degree.
- At least 5 persons from Antigua gain increased skills and experience in managing projects and conservation sites.
- Student research plan and thesis.
- Before and after self-appraisals by participating government and NGO staff.

Other project management outputs and deliverables:

- MoUs between FFI and partner organisations

- Project inception meeting (May 2017)
- Project Steering Committee established and meets regularly to oversee project activities
- Health and Safety guidelines for fieldworkers on Redonda
- Project biannual donor technical and financial reports
- FFI annual reports (February 2017, 2018, 2019)
- Monthly financial accounts
- End of project audit

Funding

This project is supported by the Darwin Initiative, National Fish & Wildlife Foundation, private individuals and other sources. FFI and its partners are also contributing significant personnel and transport costs.