CURLEW ACTION

General Manager Curlew Action

Curlew Action is looking for a General Manager to help develop and implement Curlew Action's strategy and deepen our impact.

Time commitment: 3-5 days a week – to be discussed with successful applicant

Start date: 7th October 2024

Role type: UK remote, with occasional travel to London or Bristol, part time, permanent, after a three-month probationary period

Curlew Action is a small and dynamic organisation that works to protect the Eurasian Curlew, Europe's largest wading bird. Curlews have suffered a 62% decline in the UK since 1970, primarily due to problems during the breeding season and a failure to fledge enough chicks. Set up in 2019 by Mary Colwell, (author of Curlew Moon + Beak, Tooth and Claw) Curlew Action specialises in:

Curlew community outreach: bringing together a broad range of stakeholders, both nationally and internationally, through a series of online and in-person events which identify problems and find solutions.

Curlew chick survival: working with others to determine policy that will increase chick survival across the UK.

Raising awareness: to increase awareness and engagement in wider society and raise the profile of the cultural significance of curlews.

Our vision for the future is a secure place for curlews and the wildlife that lives alongside them in a natural world that is rich in biodiversity and where people are informed about, and engaged with, nature.

The incumbent will report directly to the Curlew Action Director, Mary Colwell

This is a permanent role with easy access to Bristol and London and a start date of October 2024

Personal Attributes

- A fundamental passion and understanding of Natural history
- Excellent articulation and communication skills, including public speaking and article writing
- The skills required to manage complex relationships, project planning and problem-solving
- Hands-on approach
- Self-reliant and self-motivated
- Task-driven mindset
- Excellent Governance and trust
- Social media expertise and knowledge in key programs included in Microsoft 365

Success Criteria

- Be a key member of the Curlew Action team to help secure a future for Curlews through advocacy, supporting conservation efforts, engaging with science and policy, highlighting the cultural importance of Curlews.

Key stakeholders

- Conservation bodies such as the RSPB, BTO, Wildlife Trusts, GWCT
- Fundraisers and grant providers
- Outreach bodies including regional businesses, schools, Universities, museums local Natural History societies, etc.

Key Areas of Responsibility

This is a varied and dynamic role. Key activities include:

- **Event organisation**, including booking speakers and attending for example:
    - Annual World Curlew Day
    - Monthly webinars
    - European curlew workshops
    - Representation of charity at events, conferences fairs etc
    - Travel to European Curlew projects
- **Program management**
    - Managing team members
    - Leading weekly team meetings
    - Fundraising and reporting

    - Task delegation
- **Governance and Administration**
    - Managing budgets and updating cashflow
    - Grant writing and reporting
    - Producing board papers and attending quarterly board meetings
    - Working with the board to ensure the charity adheres to legal requirements for example supporting with submitting the annual return and ensuring policies are up to date
    - Monitoring Curlew Action's admin email and responding to queries and offers of support
    - Back up and support for the Director

- **Communications and Outreach**
    - Contributing to newsletter content, blogs and magazine articles
    - Maintaining Curlew Actions website (WordPress)
    - Supporting with social media content creation
    - Liaising with a number of partner organisations, stakeholders and freelance contributors

**Applicants may not have experience in all of the above but must be willing to embrace the roll. This is a unique opportunity to gain a broad experience in the field of conservation*

Renumeration

- £35,000 Pro Rata
- 25 days paid leave Pro Rata + bank holidays

Application Process

Please send a CV and cover letter to admin@curlewaction.org by 11:59pm on 1st of September. Interviews will be held in the first week of September.

Candidates must have the right to work and be resident in the UK.

If you have any questions about the role, please email ellen@curlewaction.org.