



Call for Consultancy – support to improve management processes

The Vulture Conservation Foundation (VCF) (www.4vultures.org) is an international NGO working on vulture conservation in Europe. Originally born as the Foundation for the Conservation of the Bearded Vulture, and solely focussed on the reintroduction of the bearded vulture in the Alps, the Foundation changed name and status in 2009 to work on all the 4 European species. In 2013 acquired professional staff, and today it is the leading European organisation on vulture conservation, implementing 10+ large-scale projects across the continent, with staff distributed in 6 countries (Portugal, Spain, Switzerland, United Kingdom, Holland and Serbia).

With a growing portfolio of projects and ever more complex operations, the VCF is now looking for a consultant that will help it find tangible solutions for several management challenges, to help strengthen the sustainability and future growth of the organisation, and thus ensure that the work that the VCF is doing - which is considerable – continues to grow in impact and magnitude in a sustainable way.

The topics to be analysed are establishing institutional learning – to capture all the knowledge and processes into the organisation, a review of IT systems, and an analysis of tasks and responsibilities assigned across the growing organigram (see more details below).

Location: Home based, flexible. Need to make several interviews via Skype with different individuals.

Vacancy Type: Consultancy

Posting Date: 23rd October 2018

Closing Date: 2nd November 2018

Potential interviews of 2 or 3 shortlisted consultants: Week of 5th November 2018

Final decision of recruitment : 9th November 2018

Delivery of final report: 10th December 2018

Estimated duration: 7-12 full working days

Job summary

- **Analysis of the current organisational chart and management processes to consolidate sharing of responsibilities, balanced distribution of work tasks**, and securing that enough time and resources are put in future fundraising and strategic development - VCF managers and senior staff have time to plan further develop rather than being bogged down with detailed operations issues.
- Advice and support for establishing the **systems to capture into the organisation the existing expertise around the VCF staff** so that the organisation does not suffer if one of them leaves – **planning for change, training and sharing of expertise**.
- Advice and support on establishing better **internal communications systems**, including shared calendars, common platforms, etc.
- Advice and support on establishing **a sound and solid IT base**, including proper backups and storage of data, data sharing and allowing for multiple access locations and remote work, advice on affiliation to “techsoup programme”, etc.

Applications should contain

- Expression of interest
- CV
- Proposed budget and schedule for the consultancy

Shortlisted candidates will be required to undergo an interview.

Applications should be sent to recruitment@4vultures.org before 2nd November 2018 COB.