



JOB DESCRIPTION

Job Title: Operations Manager - Blue Iguana Conservation (BIC) Programme, National Trust for the Cayman Islands

Location: Grand Cayman

Date: March 2024-2026

Reporting and other relationships: This position reports directly into the Executive Director (ED) as to performance.

Supervises: Assistant Operations Manager, Iguana Wardens, Field Officer, Interns and Volunteers.

Background: Blue Iguana Conservation (BIC) is a project under the National Trust for the Cayman Islands (NTCI), focusing on saving the charismatic Grand Cayman blue iguanas.

Job Summary:

The Blue Iguana Conservation Programme Manager (CPM) is responsible for the implementation and subsequent assessments of the Strategic Species Action Plan (SSAP) which is aligned to the National Trust for the Cayman Islands Strategic Plan (2021-2025). The postholder ensures the delivery of the activities of the conservation plan. This includes the conservation project's captive breeding facility and ensures the care and welfare for the captive iguanas. He/she will also secure resources for conservation programs to ensure resource prioritization, allocation and work plan coherence across the program. The CPM is also responsible for conducting field monitoring activities relating to BIC, including the management and oversight of the Darwin+ Grant 'Preserving endemic threatened wildlife populations through effective protected area management' (DPLUS163). The CPM manages and supervises the maintenance supervisor for the national trust ensuring high quality outputs.

Definitions:

- NTCI National Trust for the Cayman Islands
- BIC Blue Iguana Conservation
- SSAP Strategic Species Action Plan

Key Responsibilities and Accountabilities:

- As a member of the NTCI Management team the BIC CPM - supports the Executive Director and other managers in the overall management of the Trust including actively participating in NTCI decisions, raising issues and concerns relevant to project management, ensures



adherence to global and local policies and Trust standards and works collaboratively with all Trust members to ensure that there is effective coordination of all activities to support organization objectives.

- Provides support to Executive Director and other managers to advance fundraising for NTCI with specific focus on BIC.

- Develops and maintains a network of contacts, and actively seeks to build strategic alliances and partnerships with other NGOs, international and national organizations, donors and other potential partners in order to promote and implement the Strategic Species Action Plan.

- Ensures the delivery of conservation strategic species action plan for NTCI Strategic plan BIC, and supports the implementation of the DPLUS163 project , particularly:

- 1) Leading/supporting on the development of Management plans for the Salina and Colliers Wilderness Reserve and the National Conservation Plan for blue iguanas
- 2) Support the continued collection of biodiversity data from the reserves and support the establishment of long-term monitoring biodiversity monitoring programmes
- 3) Working with project partners lead/facilitate training and capacity building initiatives for local staff on key areas including protected area management and evaluations of management effectiveness, GIS training, biodiversity data collection and data analysis
- 4) Working with project partners design surveys/research that will help to define important habitats and areas of high use as well as wildlife corridors for the blue iguana and other key wildlife within and around the protected areas

- Leads the development, monitoring, review and update of program plans to ensure that the organization attains its objectives as cost-effectively and efficiently as possible.

- Works with finance manager for program budget planning, monitoring, and reporting and facilitates support to in developing and managing project budgets. Ensures effective cooperation with audits, and that audit recommendations are implemented in a timely manner.



- Works with the education manager for the development of educational resources.
- Ensures development, implementation and compliance of social and environmental safeguards, conservation quality assurance and risk management, for all projects and conservation activities.
- Provides inputs to communications marketing/campaigns to ensure accurate information will be published to promote the image of the organization and its conservation activities.
- Manages and reviews staffing requirements with the Executive Director to maintain effective conservation implementation inclusive of the development and reviews line-managed staff through performance assessments. Identify coaching and mentoring opportunities to conservation staff and identifying succession plans for key roles.
- Supports the recruitment and selection of conservation program staff and consultants and other staff positions when required. Provides orientation and training to staff to help them understand the conservation program and the organization's diverse activities.
- Supervise the captive facility to ensure the highest standards or husbandry and welfare are maintained. Writes, implements and evaluates protocols and procedures to raise standards of care at the captive facility.
- Works with veterinary teams both on and off island to provide appropriate health care for the blue iguana, collecting samples, data and administering first-aid and treatment as necessary.
- Manage the field research aspect of the programme and ensures high standards of data collection, analysis and reporting.
- Monitors and maintain the protected area work as required/requested, including the Darwin Plus funded project 'Preserving endemic threatened wildlife populations through effective protected area management', funded until March 2025.
- Lead the development, implementation, and management of an effective volunteer programme to support the activities of the programme.



- Supervise and manage the maintenance supervisor to ensure that all work is conducted to a high standard and within desired budgets.
- Chair the BIC Steering Committee quarterly and ensures excellent levels of communications at all times.
- Lead on the writing of observation program reports monthly and annually to NTCI and external donors (as required) .

Working Relationships

Internal: Interact on a regular basis with all trust staff, volunteers, interns, members and council members.

External: Interact with donors, partners, external consultants, government agencies, multilateral aid agencies and NGOs.

What is required to do the Job effectively?

Education and/or Experience:

Required Qualifications

- Bachelor's degree in Conservation Biology, environmental management or development studies, or extensive equivalent experience in relevant fields

Required Experience and Knowledge

- Demonstrated ability in program and project management in the conservation field.
- At least 2 years of practical experience in leading and managing integrated and complex programs, experience in the region and with Cyclura would be an advantage.
- Proven experience in managing programs funded by a diversity of sources including governments and aid agencies, private sector donors with annual budget.
- Experience of working and negotiating with donors and working with key regional and international institutions.
- Experience in the captive management of Cyclura or similar species and the successful management of living collections.



- Experience in implementing invasive species monitoring, eradication and biosecurity projects would be an advantage

Knowledge, Skills and Abilities:

- Demonstrated experience in developing, implementing and evaluating conservation action plans.
- Knowledge of the policy/institutional context related to conservation in Cayman Islands
- Excellent understanding of development partnerships, fundraising, donor strategies, functions, governmental and international relations
- Identifies and aligns with the core values of the NTCI organization.
- Demonstrates NTCI behaviours in ways of working.
- A clean, valid driver's license and access to own vehicle if possible
- Must be computer literate with a good command of the written and verbal English language and efficient in basic computer Programmes such as office suite. A good working knowledge of GIS software would be an advantage

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary by the Executive Director according to organizational needs.

Working Hours:

The working hours are 45 per week. 6 day working week. 8:00am – 4:30pm.

Remuneration:

Salary range CI\$48,000 - \$51,000 per annum. 20 days paid holiday. 100% basic health care coverage. Statutory pension contribution.