



**FAUNA & FLORA**  
INTERNATIONAL

**Programme Manager,  
Marine Plastics**

**Conservation Science  
and Design**

**Application Pack**

**“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”**

**Sir David Attenborough,  
FFI Vice-president**

**Innovative conservation since 1903**

## **FAUNA & FLORA INTERNATIONAL**

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. Today FFI is active in over 40 countries.

## **FFI CONSERVATION SCIENCE AND DESIGN PROGRAMME**

Good conservation decision-making depends on good information. The latest findings from the biological and social sciences as well as economic and policy arenas should inform these decisions. Local teams are often best placed to enhance and filter such information. The Conservation Science and Design team works closely with, and provides support for, locally-based staff and partners, which ensures decisions are based on a good understanding of the local situation, and at the same time enables us to take a pragmatic role in the development of FFI as an organisation.

We focus on a number of key areas:

- strategic development of our conservation work - currently focused on climate change, threatened tree conservation and marine
- implementing robust approaches to allocating conservation funding - through management of Halcyon Land & Sea funds (which focuses on securing priority conservation areas), the Fondation Segré Conservation Fund at FFI, the Flagship Species Fund, the Global Trees Campaign and also co-ordination of reviews for external grant funds
- promoting effective monitoring and evaluation within FFI - focusing on cross-organisational impact reporting
- offering support on issues relating to technical delivery within projects
- providing direct support and advice to regional and thematic teams on any issues relating to Conservation Science or the specific work of our team

## **FFI'S MARINE PLASTICS PROGRAMME**

FFI has established a dynamic programme of work to curb the threat posed to marine ecosystems, by plastic pollution. As a basis for wider engagement on this issue, to date, our work has focused attention on the issues of unnecessary use of plastic microbeads in cosmetics and personal care products, catalysing industry leadership to eliminate plastic use from their product lines, and motivating reforms in legislation within the UK and Europe. Through engagement with the plastics production industry, brands and retailers, we are working to improve practices for handling raw plastic pellets in production, shipping and transport, in order to reduce their accidental loss to the marine environment.

## THE OPPORTUNITY

FFI is seeking qualified candidates for the position of Programme Manager, Marine Plastics. We are looking for a dynamic team player with strong project management abilities to lead the delivery and further development of our work on marine plastics and biodiversity, within our marine programme.

The Programme Manager, Marine Plastics, will ensure the timely delivery of existing marine plastics projects, including work to oversee finances, and develop annual reports for key donors. The post holder will act as a focal point for our work on marine plastics, maintaining key relationships with partners, ensuring effective internal and external communication of the achievements of projects, and providing technical inputs and coordination support to the regional and thematic teams in the development of new work on plastics as required,

You will have a degree in a relevant discipline (and ideally an advanced degree or equivalent experience) and direct experience working on relevant issues in the conservation or CSR sector. You will have a proven track record of project development, desk research, and a good working knowledge of marine conservation or the plastics industry that will enable you to communicate with confidence and credibility to a range of audiences. You will have an interest and understanding of engaging with the corporate sector, and experience in building and maintaining positive organisational relationships. You may be required to travel within the UK and occasionally internationally. In addition you will provide line management support for key staff within the Conservation Science and Design team, and may be required to contribute to supporting the wider work of the team.

## TERMS AND CONDITIONS

<b>Start Date:</b>	As soon as possible
<b>Contract Type:</b>	Two-year, fixed-term contract
<b>Probation Period:</b>	Six months
<b>Salary:</b>	circa £30,000 per annum
<b>Location:</b>	Cambridge, UK, with some UK and international travel expected
<b>Benefits:</b>	25 working days annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 <sup>th</sup> December to 1 <sup>st</sup> January inclusive, during which time FFI UK offices are closed.  FFI currently provides a pension contribution of 2% of salary after 3 months' continuous employment, rising to 8% of salary after the completion of 6 months' continuous employment, or following completion of probationary period, whichever is the later.

FFI also provides Group Life insurance for all staff on Cambridge-based contracts, currently set at a benefit of 4 x basic salary.

**Hours of Work:** This is a full-time position, working Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

## **JOB DESCRIPTION**

**Job Title:** Programme Manager, Marine Plastics, Conservation Science and Design

**Reporting to:** Head of Marine, Conservation Science and Design

**Line manages:** Project Officer, Marine Plastics, Conservation Science and Design

**Key Internal Relationships:** Director, Conservation Science and Design  
Head of Marine, Conservation Science and Design  
Director, Business & Biodiversity  
Senior Programme Manager, Agricultural Landscapes  
Project Officer, Marine Plastics, Conservation Science and Design

### **Purpose:**

The Programme Manager, Marine Plastics will be responsible for the development and delivery of the marine plastics programme, with strategic input from the Head of Marine and the Director of Conservation Science and Design. S/he will be responsible for maintaining key relationships with partners and for representing FFI's work on marine plastics both internally and externally, engaging with corporate partners in regard to plastics and the marine environment, identifying opportunities for engagement in marine plastics across the regional and thematic teams as well as identifying additional resources to extend FFI's work on marine plastics.

### **Specific Duties:**

#### **Management**

- Manage the development and delivery of the marine plastics programme with strategic input from the Head of Marine, and the Director of Conservation Science and Design
- Manage, develop and maintain relationships with other agencies and organisations with an interest in the issue of marine plastics, in the UK and overseas
- Manage relationships with existing donors ensuring donor commitments and financial process requirements are met
- Provide line management to the Project Officer, Marine Plastics, Conservation Science and Design through objective setting, continuous performance management, annual appraisal, training provision and personal development planning
- Provide day to day oversight of the plastics programme administration by the Project Officer

- Manage targeted engagements for corporate partners aiming to improve their awareness, management and performance on issues relating to plastics in the marine environment
- Act as a focal point for FFI's work on plastics
- Represent FFI at external meetings, and actively promote our positioning on marine plastics
- Support tracking of grant funds and project delivery and impact to inform project development and effective reporting

## **Development**

- Develop and implement a plan for the strategic development of FFI's marine plastics programme, in consultation with the Head of Marine, Director, Conservation Science and Design and regional teams
- Lead on identifying fundraising opportunities, and develop proposals for further marine plastics activities, in consultation with the Conservation Science and Design team and the Fundraising department
- Continue to keep up-to-date with current issues around marine plastics, and status of current initiatives, with a specific focus on the interaction of marine plastics and marine biodiversity
- Provide technical research and support to regional teams in the development of specific marine plastics projects and initiatives

## **Learning**

- Communicate actively about marine plastics and related issues through internal mechanisms (intranet, blogs etc.) to ensure internal awareness and engagement on these issues, and externally to promote FFI as a credible partner in the marine plastics field
- Provide support and training to other teams within FFI on marine plastics issues
- Liaise directly with the Communications team to ensure clear messages on marine plastics as part of our marine communications strategy and general promotion of FFI's marine work
- Proactively identify opportunities to communicate FFI's marine plastics work to external audiences

## **General**

- Provide technical reviews for both internal and external grant funds on a range of conservation issues
- Conduct other elements of desk-based research as required within the Conservation Science and Design team
- With agreement of the line manager, perform other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FFI and its programmes
- Assist in dealing with external enquiries relating to the work of the Conservation Science and Design team

## PERSON SPECIFICATION

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong project management skills with proven experience in project design, development, and implementation</li> <li>• Strong financial management, including budgeting, financial tracking and reporting</li> <li>• Strong problem solving skills</li> <li>• Strong organisational and time management skills, with a structured and methodical approach to work and a clear focus on outputs</li> <li>• Excellent attention to detail</li> <li>• Strong verbal communication skills, with the ability and confidence to present, and influence at a variety of levels</li> <li>• Excellent written communication skills including report and proposal writing, with a good writing style and the ability to summarise technical information for a range of audiences</li> <li>• Strong desk based research and analytical skills</li> <li>• Ability to think laterally and creatively</li> <li>• Fluency in written and spoken English</li> <li>• Strong computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Proven people management skills, with ability to motivate and performance manage individuals</li> <li>• Facilitation and conflict resolution skills</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• A degree in a relevant discipline</li> <li>• Knowledge of marine conservation, and/or the plastics sector</li> <li>• Substantial experience of working on relevant issues in the conservation or CSR sector</li> <li>• An understanding of the impacts of plastic pollution in the marine environment, and awareness of tools, approaches and major global partnerships to identify and test solutions</li> <li>• Proven track record in fundraising, including managing donor relationships</li> <li>• Experience of working in an NGO environment</li> <li>• Experience of partnership and or coalition working</li> </ul>	<ul style="list-style-type: none"> <li>• An advanced degree in a relevant discipline or the equivalent experience in conservation or a related field</li> <li>• Experience of developing novel programmes of work</li> <li>• Experience of working on marine plastics</li> <li>• Experience of industry engagement or work with the corporate sector</li> <li>• Experience of working in overseas contexts</li> <li>• Experience of policy engagement and advocacy</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Ability to deal with challenges in a positive way</li> <li>• Committed to FFI's mission</li> <li>• Builds positive personal and organisational relationships</li> </ul>	

	<ul style="list-style-type: none"> <li>• A team player, able to work independently to an agreed programme</li> <li>• Interest in working with the corporate sector, and ability to communicate positively with corporate partners</li> <li>• Ability to work within a multi-cultural environment</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Strong commitment to conservation and passion for the natural world</li> <li>• Entitlement to work in the UK</li> </ul>	

## HOW TO APPLY

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV and contact details for two referees (who will not be approached without your permission), should be submitted via email to [lydia.murphy@fauna-flora.org](mailto:lydia.murphy@fauna-flora.org) .

Please mark your application '**Programme Manager, Marine Plastics**'.

The closing date for applications is **Sunday 15 October 2017**.

Interviews will be held during the week commencing **Monday 30 October 2017**.

Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

## APPLICANTS WITH DISABILITIES

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Kathie Alban, Head of HR, on Tel: +44 (0)1223 749046 or Email: [kathie.alban@fauna-flora.org](mailto:kathie.alban@fauna-flora.org).

**FFI values diversity and is committed to equality of opportunity**