



Programme Officer (Monitoring, Evaluation & Learning), Conservation Science & Design (Parental Leave Cover)

“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

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Conservation Science & Design Team

FFI is committed to delivering greater, demonstrable and lasting impact of its conservation work. Central to delivering this is ensuring that conservation decision-making is based on good, context-appropriate information drawn from project monitoring, evaluation and learning (MEL). Therefore, FFI's approach to MEL is driven by our desire to deliver better conservation and enhance our impact, at both project and organisational levels.

FFI has developed an institutional approach to allow us to improve our project-level monitoring, whilst aggregating project data to demonstrate organisational impact. Key to the success of this approach is accompanying individual teams to ensure that projects are well planned with a clear and articulated Theory of Change, and ensuring that monitoring tracks progression towards long-term impact yet is practical and realistic to deliver. FFI's project teams and partners operate in different contexts with varying resources and capacities available, therefore utilising this theory-based, context-specific and pragmatic approach is a key mechanism for informing adaptive management of our work. Through this approach we learn what is, and is not, achieving the expected conservation outcomes, and are able to demonstrate and communicate success in our work.

FFI's approach to MEL and understanding our impact is led by the Conservation Science & Design team, and draws on a wealth of expertise from across the organisation to strengthen MEL across FFI. This group works closely with, and provides technical support to, locally-based staff and partners, ensuring decisions and MEL practices are based on a good understanding of the local situation, and at the same time enabling us to take a pragmatic role in the development of FFI as an organisation.

The Opportunity

We are offering a unique opportunity for a qualified Programme Officer to support our work around Monitoring, Evaluation and Learning (MEL) as parental leave cover, for a period of up to one year. Working closely with colleagues across FFI, you will play an important role in supporting the technical design, implementation, and use of context-appropriate, pragmatic project MEL and in delivery of FFI's organisational impact assessment process.

You will have a good working knowledge and experience of using of Theory of Change approaches to project design and monitoring and evaluation, alongside experience of delivering conservation on the ground, ideally in less developed countries. You should be passionate about supporting others to develop their knowledge and skills, while being open to learning and able to quickly pick up new skills. Ideally, you will have experience of working in a cross-cultural environment and, as a member of a UK-based team working to support projects across FFI's portfolio, you will bring strong communication and interpersonal skills to enable you to build effective working relationships

across all levels of the organisation. You will work collaboratively with project teams, partners, and those working to strengthen MEL across FFI to document and share learning, including the production of guidance materials, active participation in a Community of Practice, facilitating peer learning and training and supporting FFI's annual reporting process. You will have strong administration, organisational and time management skills and a structured and methodical approach to work. You will be a self-motivated team player, but equally able to work independently.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation. In addition, FFI offers a generous pension contribution, attractive annual leave allowance and life insurance.

This position is based in Cambridge. Some local and international travel may be required. Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes' walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

Terms and Conditions

Start Date:	1 February 2022, or as soon as possible thereafter
Duration of Contract:	This is a temporary position to provide parental leave cover and will terminate on or before 19 February 2023 on the return of the Senior Programme Manager, Conservation Science & Design from parental leave
Probation Period:	Four months
Salary:	Circa £26,000 per annum
Location:	Fauna & Flora International, Cambridge, UK (some remote working from within the UK may be considered)
Benefits:	<p>25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed</p> <p>For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment.</p> <p>Group Life insurance, currently set at a benefit of 4 x basic salary</p>
Hours of Work:	This is a full-time position working 37.5 hours per week, Monday-Friday inclusive

Job Description

Job Title:	Programme Officer (Monitoring Evaluation & Learning), Conservation Science & Design (Parental Leave Cover)
Reporting to:	Technical Specialist (Monitoring, Evaluation & Learning), Conservation Science & Design
Key Relationships:	Senior Programme Manager (Species & Impact Assessment) Conservation Science & Design MEL team members within Conservation Science & Design Acting Deputy Director, Conservation Science & Design Technical Officer, Conservation, Livelihoods & Governance Colleagues supporting MEL processes across FFI's programmes.

Purpose:

To support the effective delivery of FFI's Monitoring, Evaluation & Learning (MEL) function within the Conservation Science & Design team. The Programme Officer will; support internal learning focused on MEL, support delivery of FFI's annual reporting process, provide technical support to MEL within FFI projects, and provide grant management and administrative support to the MEL team. This position will also assist the MEL team through desk-based research, communications and fundraising as required.

Specific Duties:

Implementation and management

- Support the MEL team to or directly facilitate workshops for conservation project teams and their partners to develop context-appropriate MEL for adaptive management and improving conservation impact.
- Support the MEL team to or directly support conservation project teams and their partners to implement context-appropriate MEL for adaptive management and improving conservation impact, for example through contributing to the development of MEL methodologies and tools.
- Provide capacity building support to FFI staff and partners on context-appropriate MEL through training, guidance development, and coordination of peer learning.
- Participate in and provide administrative support to the organisational annual reporting and analysis processes, culminating in the production of the organisational Conservation Report.
- Maintain the MEL team's own monitoring and evaluation records and data essential for understanding the team's impact and adaptively managing our work.
- Provide grant management support, including on reporting, financial and progress tracking, and internal coordination, as needed.
- Participate in a wider technical group supporting MEL processes across FFI to ensure a coherent and joined up approach to MEL, including in addressing common challenges project teams face and sharing learning in how to support them in addressing these challenges.
- Provide technical and administrative support as required across the MEL team, and contribute to the effective running of the Conservation Science & Design team by providing additional wider support as needed

Organisational Learning

- Contribute to the development of tools, guidance and briefing papers as appropriate to support internal learning and capacity-building regarding MEL, working in collaboration with the Technical Specialist, MEL.
- Facilitate cross-learning on MEL between FFI projects to enhance peer learning across FFI's global portfolio and partnerships, through different mechanisms including supporting coordination of a community of practice, working in collaboration with the Technical Specialist, MEL.
- Work closely with the other members of the MEL team to support the facilitation of virtual capacity-building, training and project MEL using video-conferencing tools.
- Act as a site editor for relevant intranet sites, including content management and permissions, and provide cross-organisational support on their use.
- Remain abreast of emerging trends and good practice in MEL, ensure that relevant knowledge is available across the organisation and its partner agencies,
- Develop communications materials to support the dissemination of our own MEL experience and learning to relevant internal and external audiences.
- As requested, conduct or coordinate research into strategic or upcoming issues, and develop appropriate documents to communicate findings

Development

- Support the development of funding proposals as required, and track potential avenues of funding appropriate to the work of the MEL team

Other duties:

- Undertake any other activities that you may, from time-to-time, be asked to perform by your line manager, commensurate with your skills and experience Supervise interns and students as and when the opportunities arise
- Undertake reviews for other internal and external grant funds as required
- Represent FFI and the MEL team as required in external and internal meetings and ensure information from meetings is fed back and appropriately circulated within FFI

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Technical skills relating to design and implementation of practical approaches to monitoring, evaluation and learning (MEL) of conservation initiatives• Proven ability to coach, support, motivate, and develop skills of others• Excellent communication and presentation skills (written and verbal) to a range of audiences, including communicating technical information effectively to a non-technical audience• Ability to organise, collate, analyse and interpret information and data (both qualitative and quantitative) on the ecological and social aspects of conservation• Ability to think laterally and creatively	<ul style="list-style-type: none">• Fluency or working proficiency in other languages - particularly French, Spanish, Portuguese, or Bahasa Indonesia• Proficient in data practices for MEL, including data collection, cleaning, analysis, visualisation, and interpretation

	<ul style="list-style-type: none"> • Strong organisational and time management skills • Proven ability to work sensitively with a range of people working for different organisations and in different contexts and cultures • Fluency in English 	
Knowledge and experience	<ul style="list-style-type: none"> • Degree or equivalent qualification or experience, relating to conservation or a related discipline • Working knowledge and experience of using of Theory of Change approaches to project design and monitoring and evaluation • Knowledge and experience of MEL tools and approaches relevant for conservation initiatives • Experience of providing capacity building, facilitation, mentoring and/or training support to others • Experience of field-based conservation projects • Experience of working in or with NGOs • Experience working within an interdisciplinary team/group and coordinating/aligning work with several teams and partners • Experience of team administration and coordination, including supporting grant management 	<ul style="list-style-type: none"> • Experience of delivering field-based conservation project MEL in less developed country contexts – both for understanding impacts and informing adaptive management
Behavioural qualities	<ul style="list-style-type: none"> • Committed to FFI's vision, mission and values • Passionate about mentoring and capacity building • Builds positive personal and institutional relationships • A team player, able to work independently to an agreed programme • Willingness and ability to learn quickly • Ability to work under pressure and to deadlines • A pragmatic and logical approach to solving problems, with ability to balance competing priorities • Cultural sensitivity 	
Other		<ul style="list-style-type: none"> • Ability and willingness to undertake international travel, including travel to remote locations with limited resources and amenities should there be a need & conditions allow

FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora International (FFI) is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to Alex.Barrett@fauna-flora.org

Please mark your application 'Programme Officer (Monitoring, Evaluation & Learning), Conservation Science & Design (Parental Leave Cover)

The closing date for applications is **Sunday, 5 December**. Interviews are likely to be held during the week commencing **Monday, 13 December**. 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 Jade Bedwell, HR Adviser, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity