



Programme Officer, Enterprise & Sustainable Supply Chains

“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.

Sustainable Agriculture & Enterprise Programme

The Sustainable Agriculture & Enterprise (SAGE) Programme is one of FFI's five thematically-defined cross-cutting programmes that work closely with the four geographically-defined regional programmes to deliver and influence key stakeholders to deliver conservation impact. Cross-cutting Programme Directors are informed by latest science-based research, innovation and practice in their technical areas and maintain influencing networks to ensure FFI operates at the cutting edge of nature conservation efforts globally.

The SAGE Programme supports our portfolio of site-based projects with the design and delivery of sustainable enterprise and agriculture related work, aiming to deliver sustainable impact through strengthening local livelihoods and well-being, improving access to markets for community enterprises, developing practical partnerships with agribusiness and investors to support FFI's enterprise and sustainable finance work, and helping to influence relevant policy frameworks.

The SAGE team focuses on strengthening local agriculture systems, enabling local enterprise opportunities from multiple sectors including agriculture, fisheries and tourism, developing appropriate agribusiness and investment partnerships for conservation and local revenue generation. It helps FFI projects achieve their sustainability goals through creating financial flows to sustain local conservation projects and support the incentives needed for effective local engagement in delivering biodiversity benefits. The SAGE Programme also seeks to influence the policy environment and corporate strategies that govern the impact of agriculture and investment systems on FFI conservation projects.

The Opportunity

This Enterprise Officer position is a new role within FFI, supporting our expanding portfolio of enterprise development work, with a particular focus on nature-positive entrepreneurship in addressing supply chain opportunities. This role will work flexibly across the enterprise team's areas of responsibility, from market research and analysis, private sector partnerships to project management, fundraising, capacity development and communications. You will work closely with our regional programmes and partners spread globally, working on the ground to deliver conservation impact.

You will be a highly motivated and organised individual, looking to apply your expertise in business and entrepreneurship to solve global conservation challenges. You should have work experience in the private sector, possibly with a background in sustainable supply chains, and rural

entrepreneurship. You should have an experience undertaking market research and analysis, business plan development, business impact measurement, costing, marketing and sales planning and executing, designing investment pitches and undertaking risk assessments. A demonstrated ability to communicate effectively with a wide variety of stakeholders, from rural entrepreneurs to corporates and investors is required, as is a willingness to travel to remote areas in developing countries. Fluency in English is essential and French is highly desirable. Experience in project management, fundraising and/or a language relevant to FFI's work, such as Bahasa, Swahili, Russian or Spanish, are highly valuable.

In return, the role offers the opportunity to work within an international, impactful and ground-breaking organisation, at the forefront of global conservation. In addition, FFI offers a generous pension contribution, attractive annual leave allowance and life insurance. Our offices are located in central Cambridge, just a few minutes' walk from attractive historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and many cafés and restaurants.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary:	Circa £26,000 per annum
Location:	Fauna & Flora International, Cambridge UK (some remote working within the UK may be considered)
Benefits:	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 For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment. Group Life insurance, currently set at a benefit of 4 x basic salary/
Hours of Work:	This is a full-time position working 37.5 hours per week, Monday to Friday inclusive.

Job Description

Job Title: Programme Officer, Enterprise & Sustainable Supply Chains

Reporting to: Enterprise Development Manager, Sustainable Agriculture & Enterprise

Key Relationships: Director, Sustainable Agriculture and Enterprise

Enterprise team members

Other technical team members including agriculture

Regional programme and project managers

Finance Business Partner, Conservation Partnership

Administrator, Conservation Partnership

Purpose:

- In collaboration with FFI colleagues and under supervision of the Enterprise Development Manager, provide technical support for the effective, efficient implementation of nature-positive enterprise and sustainable supply chain components within FFI's global portfolio of projects.
- To provide administrative, grant management and reporting support enterprise and supply chain projects in particular.
- To contribute to the development, learning, communication and fundraising for FFI's thematic work on enterprise and supply chains relevant to achieving conservation outcomes.

Specific Duties:

Technical Input

- Coordinate and support technical implementation of enterprise components within FFI projects, in close collaboration with project managers, technical specialists and private sector partners
- Provide technical expertise on conservation enterprise, sustainable supply chains and Participatory Market System Development (PMSD) and other thematic areas relevant to sustainable landscape financing
- Support FFI teams in developing opportunities for collaboration on business development initiatives related to conservation enterprise, sustainable supply chains and Participatory Market System Development (PMSD) and other thematic areas relevant to sustainable landscape financing
- Design, collect and analyse enterprise and market data for business planning
- Undertake market system selection and mapping, rapid feasibility assessment (economic, environment, social), financial planning and management, business impact measurement, cost, data analysis and financial forecasting, marketing and sales plan, investment pitches and risk assessments for assigned projects
- Provide technical support in designing and implementing inclusive finance models such as Village Savings & Loan Association and other microcredit programs
- Maintain regular communications with the Enterprise Development Manager and relevant Project Managers

Programme administration

- Develop work plans and review implementation activities for a selection of strategically-identified projects and thematic initiatives
- Support and contribute to the preparation of technical and financial reports to project donors and partners, and complete an annual report for each assigned project, ensuring full compliance with FFI project cycle
- Support financial management and tracking of SAGE programme funds, under the guidance of the Enterprise Development Manager, and with the support of the Finance Business Partner, Cross-cutting Programmes.
- Ensure project delivery and impact is tracked and internally available on our FFI internal platform, to inform learning, adaptive management and ongoing funding priorities
- Ensure appropriate structures and processes are in place for tracking progress, taking into account FFI's approaches and requirements for project implementation, and grant terms and conditions
- Draft contracts including grants, consultancy and service agreements in line with FFI Policy and Procedures and in collaboration with the FFI legal team.
- Identify and monitor assigned project risks, issues, mitigating activities, communicating and escalating these as required to the line manager.
- Ensure all activities undertaken comply with FFI's internal systems, policies, procedures and controls.

Programme development and fundraising

- Identify and help source grant and blended funding relevant to enterprises and sustainable supply chains
- Develop network of potential partners and contacts for the FFI enterprise programme
- Collaborate with colleagues and partners on the development and writing of agreed project proposals and investment pitches]

Knowledge development and dissemination

- Organise and participate in knowledge sharing and capacity building on enterprise and sustainable supply chains within FFI and with partners through supporting site visits, workshops, monitoring processes, and internal and external communications
- Support the Enterprise Development Manager, SAGE and relevant Project Managers to ensure effective monitoring and impact assessment of FFI enterprise work through support and guidance to appropriate staff
- Provide technical reviews for both internal and external grant funds on a range of enterprise and sustainable supply chain issues

Programme Learning and Communications

- Support the development of internal and external communications, documenting learning to enhance and inform similar projects within the FFI portfolio, and to benefit peers within the sector
- Provide training and support to other areas of FFI to transfer technical knowledge where appropriate

Other

- With agreement of Line Manager, perform any other tasks that may be requested from time to time, relevant to the scope of this role
- Assist in dealing with external enquiries relating to FFI's work on enterprise and sustainable

supply chain development

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent inter-personal and team-work skills • Proven market research, business plan development and project management skills. • Effective cross-cultural communication ability • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Business impact measurement, costing, marketing and sales plan, investment pitches and risk assessments. • Fluency in written and spoken French and other language skills relevant to FFI's work e.g. Bahasa, Swahili, Spanish, Russian.
Knowledge and experience	<ul style="list-style-type: none"> • Undergraduate level qualification or equivalent in economics, business management or rural development • Demonstrable experience of developing business models and writing business plans • Demonstrable experience in project management. 	<ul style="list-style-type: none"> • Private sector experience developing sustainable supply chains. • Experience working for NGOs rural entrepreneurship and sustainable supply chains. • Experience working in organisation with matrix structure • Experience working in developing countries • Post graduate level qualification in economics, business management or rural development.
Behavioural qualities	<ul style="list-style-type: none"> • Collaborative • Impact-focused • Highly organised • Ability to self-motivate • Attentive to detail • Values diversity 	
Other	<ul style="list-style-type: none"> • Commitment to FFI's mission and values • Willingness to travel internationally, including to remote areas 	

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 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 charlie.fisher@fauna-flora.org

Please mark your application '**Programme Officer, Enterprise & Sustainable Supply Chains**'.

The closing date for applications is **Monday, 17 January 2022**. Interviews are likely to be held during the week commencing **Monday, 24 January 2022**. 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