Programme Manager, Africa
(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.

Africa Programme

FFI currently operates in 14 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused on species and habitat conservation, biodiversity planning, protected area management, institutional development and capacity building, sustainable use and community-focused wildlife management initiatives.

To achieve its mission in Africa, FFI works with and alongside local partners to focus on the sustainable use and management of natural resources as a means to effective conservation in the long-term. In all its projects in Africa, FFI seeks to:

- Build and support local partnerships with African conservation and community development organisations
- Strengthen institutions to bring sustainability and added value to projects
- Maintain long term presence and relationships
- Reconcile conservation goals with the needs of local people
- Incorporate sound science in decision-making to ensure the positive impact of activities

The Opportunity

We are seeking an experienced professional with a strong project management focus to fulfil a key role within the Africa programme, facilitating delivery of project level impact monitoring and effectively managing key partner relationships and projects.

You will need a good understanding of MEL principles, including Theory of Change approaches to project design and monitoring and evaluation. You will also demonstrate the ability to think holistically and to work collaboratively with project staff, partners, and technical specialists from diverse disciplines and teams to effectively embed MEL practices into Africa programme conservation projects.

You should be able to build and manage positive personal and institutional relationships, and have the ability to work across multi-disciplinary groups and geographically dispersed teams. You will have excellent facilitation, communication and collaboration skills, including consensus-building skills and be able to apply these to diverse groups of people.

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. Where appropriate, you will also support needs-based capacity development interventions for key FFI Africa conservation partner organisations. Ideally, you will have experience of working in a cross-cultural environment and
experience in applying your skills to a conservation, rural livelihoods or natural resource management context in less developed countries.

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

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: 28 February 2022, or as soon as possible after.

Duration of Contract: This is a temporary position to provide parental leave cover and will terminate on or before 31 March 2023 on the return of the Programme Manager, Africa from parental leave.

Probation Period: Three months

Salary: circa £33,000 per annum

Location: Fauna & Flora International, Cambridge, UK (some remote working from 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-Friday inclusive. Part time hours will be considered, with a minimum of 30 hours per week.
Job Description

Job Title: Programme Manager, Africa (Parental Leave Cover)

Reporting to: Regional Director, Africa

Line managing: Programme Administrator, Africa
Programme Manager (Operations & Compliance), Africa
FFI partnerships, Africa staff

Key Relationships: Africa team: Regional Director (RD), Senior Programme Managers (SPMs) and Project Managers, Senior Technical and Technical Specialists
Science & Design team: (MEL staff)
Conservation Capacity & Leadership team: Partnerships team

Purpose:
FFI works with an array of different partners such as government ministries and wildlife authorities, local and international NGO’s, civil society groups, corporates and small community based organisations (CBOs). This role will work to ensure that specific FFI partners, primarily comprised of local NGOs in the Africa region pose minimized risks and receive the long-term capacity required to deliver a joint conservation vision.

It will also work to ensure that projects across the FFI Africa portfolio are underpinned by best practice design with M&E processes that readily provide evidence of impact that can be used for adaptive management, technical reporting, communications, marketing and fundraising purposes.

Specific Duties:

Partnership Management
For selected partnership entities in the Africa Regional portfolio:
- Act as the main focal point / contact point for those partners
- Ensure due diligence processes are carried out on those partners and kept updated, including financial reviews where appropriate
- Manage areas of risk with the partner on issues including but not limited to, governance, capacity, financial and grant management, pipeline, operations, health & safety, reputation, social safeguards; by ensuring there is a plan to mitigate risks approved by the SPOM and RD, and lead the implementation of the agreed approaches
- Review and ensure up to date analysis of partner capacity and resilience, and in collaboration with FFI Partnerships team develop and deliver a plan to support partner growth and development as required
- Act as the Africa regional focal point with the FFI Partnerships team and support approaches and share learning with other partnership leaders within the regional team, enabling feedback and lessons learned to be shared across the region and across FFI
- Ensure each assigned partnership project has an up to date and collaboratively developed Theory of Change (ToC) that includes a robust M&E framework, following the FFI project cycle including long-term engagement and/or exit strategies
- Develop a credible funding pipeline to enable minimum funding requirements to be met for assigned partnership projects, and ensure all project funding and pipeline is accounted for in the
annual budgeting process

- Lead, or where relevant enable partners to lead on the development of funding concepts and proposals that:
  - Are in line with the approved ToC and priority activities, ensuring all internal and funder required monitoring and evaluation requirements are met
  - Utilise FFI expertise where relevant (fundraising department, cross-cutting teams etc.), ensuring input and availability for activity delivery if successful
  - Identify additional resources required to ensure timely and cost-effective delivery, including the use of partner organisations and skillsets, consultants and other subcontractors
  - Follow the FFI project cycle, delivering the required documentation and approvals as per the DoA

- Ensure that fund budgets developed for proposals:
  - Provide realistic coverage for FFI and partner staff time, other resources and activities
  - Align with donor and FFI policies
  - Consider matched funding requirements with any risk approved as per the DoA
  - Are approved by the FBP and as required following the DoA

- Ensure all funding and donor proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards, the DoA, and implementation conditions within the region

- Lead on the participatory development and implementation of an annual project work plan in line with project and fund outcomes, outputs and budgets

- Where FFI is the lead applicant for a fund, ensure oversight on delivery of fund specific work, ensuring that activities are on track against targets and budgets

- Enable partner organisations to effectively implement project M&E planning and reporting and timely adaptation of activities as required to meet project aims, objectives and timelines

- As appropriate, update relevant FFI staff where project changes are required, and as then agreed, discuss with partners and where relevant, affected donors, to ensure approvals and ongoing good relations

- Manage project inputs from relevant technical and operational staff and consultants, and implementing partners, ensuring appropriate contracts are in place where relevant

- Proactively disseminate lessons learnt both internally and externally as agreed and appropriate

For FFI-led funds working with partners:

- Be responsible for day to day management of project/fund finances and ensure all expenditure complies with donor and FFI regulations, and the DoA

- Ensure adequate project cash flow and accountability including quarterly finance planning and reporting

- Lead FFI and funder technical report writing and editing, coordinating the inputs of team members and specialists, ensuring accurate and timely technical reports as per FFI and donor requirements

- Ensure maintenance of project financial records that meet FFI’s in-country and UK-based institutional auditing requirements and internal and donor reporting and auditing requirements

- Prepare project financial reports, with support from the Finance Business Partner, Africa and ensure timely and accurate technical, operational and financial funder and institutional reporting

For partner-led funds developed with FFI, and partner sub-grants from FFI-led funds:
• Ensure partners develop project financial reports, with support from the Finance Business Partner, Africa and ensure timely and accurate technical, operational and financial funder and institutional reporting
• Ensure partners maintain project financial records that meet FFI’s in-country and UK-based institutional auditing requirements and internal and donor reporting and auditing requirements
• Support partner organisations to develop accurate and timely technical reports as per FFI and donor requirements through provision of expertise on technical report writing and editing, ensuring partner organisations

Project design, monitoring and evaluation
• Act as the Africa regional focal point on issues relating to project design and M&E, ensuring all aspects of this work are aligned under the technical leadership of the Conservation Science & Design team and follow FFI’s institutional approach to project design and M&E
• Identify projects within the Africa Portfolio that require Project Cycle Stage 2 support and, under the guidance of the Regional Director, Africa, prioritise projects and develop an annual programme of work to address design and M&E gaps, in collaboration with / with support from the Conservation Science & Design Team
• Ensuring Conservation Science & Design Team standards for Theory of Change (ToC) and M&E processes are achieved for each project, provide facilitation services that:
  o Result in a project design that aligns with the Africa Regional Strategy and FFI Business Plan (taking into account any ongoing donor requirements)
  o Result in a project logframe with completed impact chains including key targets and timeframes
  o Ensure a broad range of stakeholders are consulted and there is clear justification on who is consulted as part of the processes
  o Ensure MT and other relevant FFI staff (including Social and Biodiversity Technical Specialists), partners or other stakeholders as appropriate, sign off on the finished outputs
• Provide each project with an M&E framework using the outputs developed above and organise M&E activation meetings with appropriate team members
• Establish schedule of regular (at least bi-annual) M&E review meetings with the relevant Project Manager in order to:
  o Ensure project teams are aware of their M&E commitments
  o Review M&E progress
  o Provide feedback to relevant line management if commitments cannot be met
  o Ensure project design remains appropriate, using the role and relationships to test assumptions in the project design, if it is supporting adaptive management processes and assess if it remains fit for purpose
• Advise MT member and relevant Senior Programme Manager of any emerging needs to refresh project design or M&E
• Proactively feedback positive and negative stories, reporting issues and fundraising priorities to MT member and relevant Senior Programme Manager on a bi-annual basis
• Proactively feedback lessons learned, both positive and negative, to the MT member and the Conservation Science & Design team, and into the FFI portfolio risk assessment process.
• As agreed with the Regional Director, Africa, support the Conservation Science & Design team in efforts to strengthen project design and M&E process across FFI’s portfolio of projects
Other duties:
- Provide direct line management to designated staff through objective setting, continuous performance management, annual appraisal, formal training provision and personal development planning in line with FFI best practice.
- Participate and contribute to Africa Programme strategy development and annual planning and attend Africa team meetings
- Undertake international travel to project sites as required
- Contribute to writing and review of high quality fundraising proposals as required
- Work in full compliance with FFI protocols, ensuring work is done to high quality and within budget
- Undertake any other activities that you may, from time-to-time, be asked to perform, commensurate with your skills and experience

Person Specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>• Excellent project management skills</td>
<td>• Experience working with remote teams</td>
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<td>• Excellent written communication skills, including proposal and report writing, presentations and online content</td>
<td>• Experience of working in a cross-cultural environment</td>
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<td>• Ability to coordinate and motivate FFI staff and partners to deliver funding objectives and contribute to proposal development</td>
<td>• Experience of providing capacity building, mentoring and/or training support to others</td>
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<td>• Excellent diplomatic and interpersonal skills</td>
<td>• Good understanding and experience of field project operations and constraints in the types of countries where FFI</td>
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<td>• Structured and methodical approach to work</td>
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<td>• Ability to plan, organise and prioritise workload to meet deadlines</td>
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<tr>
<td>• Proven ability to coach, support, motivate, and develop skills of project staff and partners</td>
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<td>• Fluency in English</td>
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Knowledge and experience
- Advanced degree or equivalent qualification in a relevant discipline or substantial experience in a similar role
- A good technical background and understanding of a broad range of conservation issues
- Experience in project management including development, implementation, monitoring and evaluation
- Experience working with remote teams
- Experience of working in a cross-cultural environment
- Experience of providing capacity building, mentoring and/or training support to others
- Good understanding and experience of field project operations and constraints in the types of countries where FFI
• Excellent understanding of MEL principles, including Theory of Change approaches to project design and monitoring and evaluation
• Proven experience in building and managing relationships with a wide range of individuals and organisations in a range of contexts, e.g. governments, local, national and international NGOs, community groups and businesses
• Experience of facilitating workshops
• Understanding of or experience working within the NGO sector

• Track record of developing successful funding proposals to governmental and private sector donors

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<th>Behavioural qualities</th>
<th>Excellent team player, able to seek out and harness the views and contributions of others</th>
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<td>Self-motivated and output driven, committed to producing high quality work</td>
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<td>Flexible and adaptable in uncertain and changeable work situations</td>
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<td>Capable of dealing with challenges in a constructive manner</td>
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<td>Commitment to organisational and legal compliance</td>
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<td>Able to build and maintain positive personal and organisational relationships</td>
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<td>Able to work flexibly and effectively with a wide range of geographically dispersed colleagues</td>
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<td>Commitment to FFI’s vision and mission</td>
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<th>Other</th>
<th>Willingness and ability to travel internationally if required</th>
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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 africajobs@fauna-flora.org

Please mark your application ‘Programme Manager, Africa (Parental leave).

The closing date for applications is Tuesday, 4 January 2022.

Interviews are likely to be held during the weeks commencing 10 January or 17 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