Programme Assistant
Conservation Science & Design

“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

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 & Design team works closely with, and provides support to, 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 key cross-cutting areas of FFI’s conservation work - currently focused on marine, plastic pollution, and threatened species conservation (with a specific focus on trees)
- robust approaches to allocating conservation funding - through management of a dedicated marine grant, Halcyon Land & Sea funds (which focuses on securing priority conservation areas), and co-ordination of reviews for external grant funds
- promoting effective monitoring, evaluation and learning within FFI - focusing on cross-organisational impact reporting
- technical delivery within projects
- direct support and advice to regional and thematic teams on any issues relating to Conservation Science & Design or the specific work of our team

The Opportunity

FFI is seeking qualified candidates for the position of Programme Assistant to ensure effective support to the Conservation Science and Design Programme. The successful candidate will assist the Conservation Science and Design team in delivering the programme’s targets, through programme coordination, administration, organisation, financial tracking, research and communications. This position is based in FFI’s headquarters in Cambridge, UK.

You will have a degree in a relevant discipline or equivalent experience in conservation or a related field. You will have strong administration, organisational and time management skills and a structured and methodical approach to work. Technical skills in a relevant field and experience of working with NGOs would be advantageous. With excellent communication skills you will be a self-motivated team player, but equally able to work independently. You will have a proven ability to write for a range of audiences. Fluency in English is essential.

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: As soon as possible

Duration of Contract: Permanent

Probation Period: Six months

Salary: £20,000 - £22,000 per annum, dependent on skills and experience

Location: Fauna & Flora International, Cambridge, UK
Current policy offers partial remote working within the UK

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

Job Description

Job Title: Programme Assistant, Conservation Science and Design

Reporting to: Senior Programme Manager (Plastics and Plants), Conservation Science and Design

Key Internal Relationships: Director, Conservation Science and Design
Senior Programme Manager (Halcyon & Impact Assessment), Conservation Science & Design
Senior Programme Manager, (Species & Impact Assessment), Conservation Science & Design
Head of Marine
Purpose:
To ensure effective support across the Conservation Science and Design programme and to assist the team in delivering the programme’s targets, through programme coordination, administration, communications, desk-based research and fundraising. The Programme Assistant will be a core member of the Conservation Science and Design team, feeding into all the team’s work areas, including work on reviewing grant applications and supporting administration associated with internal grants and other processes. The Programme Assistant will also be responsible for helping the Conservation Science and Design team run smoothly by application of clear organisational and administrative abilities.

Specific Duties:

Implementation and Management

- Coordinate reviewing processes that FFI delivers for external grant organisations, including downloading proposals, identifying appropriate reviewers, distributing proposals for review, collating responses, and submitting to grant organisations, ensuring all deadlines are met throughout the process.
- Regularly undertake technical reviews of project proposals for both internal grant funds and external organisations.
- Support the delivery of other grant programmes and areas of work operated by the Conservation Science and Design team, as designated by the position’s line manager.
- Support financial administration, tracking of expenditure and the annual institutional budgeting process for the Conservation Science and Design team.
- Coordinate team meetings for the Conservation Science and Design teams, and other team-wide tasks or institutional needs.
- Undertake desk-based research and produce case studies on key areas of work relating to the Conservation Science and Design team as requested.
- Assist with organisation and production of the annual Conservation Report, working as part of a team to identify the activities and outcomes of FFI’s work over the previous year, and support on other elements learning and reporting across the team.
- Answer general enquiries on behalf of the Conservation Science and Design team

Learning and Assimilation

- Act as a site editor for the Conservation Science and Design team’s intranet pages (OurFFI), to include managing content and permissions (in conjunction with team members), acting as a primary point of contact within the team, supporting team members in the use of OurFFI and taking a proactive role in its maintenance and development.
- Represent FFI and the Conservation Science and Design team as required in external and internal meetings and ensure information is fed back and appropriately circulated within FFI.
- Track and actively share information and knowledge relating to the work and interests of the Conservation Science and Design team through a range of appropriate internal mechanisms.

Development

- Support the development of funding proposals as required, and track potential avenues of funding appropriate to the work of the Conservation Science and Design team
Other

- 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

---

**Person Specification**

<table>
<thead>
<tr>
<th>Essentials</th>
<th>Desirables</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skills</strong></td>
<td></td>
</tr>
<tr>
<td>• Excellent proven administrative skills</td>
<td>• Ability to gather and analyse technical information</td>
</tr>
<tr>
<td>• Strong organisational and time management skills, with structured and methodical approach to work and a clear focus on outputs</td>
<td></td>
</tr>
<tr>
<td>• Excellent attention to detail</td>
<td></td>
</tr>
<tr>
<td>• Excellent proven numeracy skills</td>
<td></td>
</tr>
<tr>
<td>• Excellent communication skills (verbal and written) and a good writing style, with the ability to summarise technical information for a range of audiences</td>
<td></td>
</tr>
<tr>
<td>• Fluency in written and spoken English</td>
<td></td>
</tr>
<tr>
<td><strong>Knowledge and experience</strong></td>
<td></td>
</tr>
<tr>
<td>• A degree in a relevant discipline or equivalent experience in conservation or a related field</td>
<td>• Experience of working in an NGO environment</td>
</tr>
<tr>
<td>• Experience in conducting desk-based research</td>
<td>• Experience of financial management</td>
</tr>
<tr>
<td>• Experience of administrative management</td>
<td></td>
</tr>
<tr>
<td><strong>Behavioural qualities</strong></td>
<td></td>
</tr>
<tr>
<td>• A self-motivated team player, with the flexibility and initiative to maximise his/her contribution</td>
<td></td>
</tr>
<tr>
<td>• A problem-solver, able to balance competing priorities</td>
<td></td>
</tr>
<tr>
<td>• Demonstrates readiness to adapt to continuously changing priorities in a fast-paced environment</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td>• Commitment to FFI’s mission and values</td>
<td></td>
</tr>
<tr>
<td>• Entitlement to work in the UK</td>
<td></td>
</tr>
</tbody>
</table>
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 and person specification 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 jessica.walker@fauna-flora.org.

Please mark your application “Programme Assistant, Conservation Science & Design”.

The closing date for applications is Sunday, 3rd April 2022. Interviews are likely to be held during the week commencing 11 April 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.