“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 with and alongside 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.

Eurasia Programme

Many of Eurasia’s landscapes are recognised worldwide for their beauty and wilderness value, yet the importance of their biodiversity is frequently overlooked. The Eurasian steppe, the beech forests of the Carpathians, the Portuguese Montado and the fruit and nut forests and mountain ranges of Central Asia are just some of the stunning and biodiversity rich ecosystems in the region. They contain unique and rare wildlife such as the critically endangered saiga antelope and the Iberian lynx, the elusive snow leopard and ancient species of apple and walnut.

FFI is one of only a few international organisations working in the Eurasia region and is helping to raise awareness of the need for action amongst other international conservation and development charities. Many of our projects have laid the foundation and created the necessary infrastructure for other organisations to move in and help tackle the challenges of the region. We aim to build the capacity of local partners to conserve priority species and habitats. Our focus is in four core areas: Central Asia, the Caucasus, Central-Eastern Europe and the Balkans and the Eastern Atlantic Islands. We also undertake ‘emergency’ interventions in countries outside of these core regions and are addressing marine and coastal conservation issues in Turkey and Cape Verde and most recently on the island of Príncipe in the Gulf of Guinea.

We are working with our partners to implement an exciting range of initiatives focused on ecosystems, habitats and species conservation in both the marine and terrestrial environments. Activities include addressing human wildlife conflict, illegal and unsustainable wildlife trade, biodiversity planning, capacity building of protected area teams, alternative livelihood development and community outreach.

The Opportunity

FFI’s Eurasia programme is seeking a Programme Assistant to undertake a key supporting role within the programme; working closely with the Programme Finance Officer to deliver administrative, information management and office support to the Eurasia team and its projects, helping ensure compliance with internal systems, policies and procedures and donor requirements.

The successful candidate will have excellent administration skills and experience (including use of Microsoft Office). They will be highly organised, methodical in their approach to work and have meticulous attention to detail. They will be a strong team player and enjoy working in a dynamic team environment where problem solving and the ability to respond swiftly to changing organisational and team needs is paramount. They will have excellent interpersonal and communication skills with the
ability to build positive and productive working relationships with colleagues, including with those based overseas.

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

**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, Eurasia

**Reporting to:** Programme Manager, Central & Eastern Europe and Balkans, Eurasia

**Key Relationships:** Programme Finance Officer
Regional Director, Eurasia
Programme Managers, Eurasia
Finance Business Partner, Eurasia
Finance Managers based in Programme offices
FFI Eurasia team members

**Purpose:**
The Programme Assistant’s role will lead on the provision of administrative support to colleagues based in Cambridge and other locations across the Eurasia region on a day to day basis. Working closely with the Programme Finance Officer, this role will provide timely administrative support to ensure fulfilment of the Programme’s often complex administrative needs. The role will support the Eurasia team to ensure high standards of internal compliance and grant administration are achieved.

**Specific Duties:**

**Programme administration:**
- Act as the central contact point for the collation, coordination and dissemination of general programmatic information for the Programme team; and respond to internal and external enquires, directing them within the team as appropriate.
- Provide administrative support to the team to ensure FFI’s required institutional policies, protocols and processes are adhered to, including contracting and recruitment processes and the preparation of internal documents, project concepts and proposals, work plans and reports.
- Provide assistance with administrative and routine financial tasks including preparation, review and processing of invoices, cashbooks, timesheets and procurements etc.
- Assist in the preparation of sub-grant agreements, MoUs, consultancy contracts and ensure appropriate input from relevant Eurasia colleagues, FFI Operations and HR team members.
- Work with the Programme Finance Officer and Finance Business Partner, Eurasia, to support compliance with donor conditions including procurement and financial administration.
- Support project cycle management, bringing deadlines and obligations to the attention of relevant staff and the Director.
- Provide support towards the maintenance of an accurate and effective information management and storage and filing systems for the Programme, including overseeing its proper use by UK and regional staff.
- Provide specific assistance with statutory donor grant management reporting, administration and compliance with documentation requirements and contractual obligations including UK, EU and US statutory donors.
- Act as a site editor for the Eurasia team’s intranet sites, to include management of the site’s content and permissions (in conjunction with team members), acting as the point of contact for these sites and supporting team members and colleagues more widely in their use of them as well as taking a proactive role in the maintenance and development of information held on these pages.
- Track and assist with regional / project travel arrangements, including booking flights and accommodation, visa application support, organising diaries and coordination of associated documentation.
- Assist in the organisation and arrangement of team meetings, regional events, including conferences, regional, and other meetings, and conference calls, and provide administrative
support as appropriate, including recording and circulating minutes.

- Liaise with relevant individuals from other FFI departments and regional programmes, as well as other organisations operational in the region, as required in fulfilment of your duties.
- Maintain key programmatic documentation such as team organograms and electronic staff contact details and distribution lists.
- Represent FFI and the Eurasia team as required at external and internal meetings and ensure information from meetings is fed back and appropriately circulated within FFI.
- Collaborate on critical analysis and learning from programme activities and dissemination of lessons learned internally and externally, as appropriate.

Communications

- Liaise with the FFI Communications team and partner organisations to communicate and promote the Eurasia programme's projects, providing support to and coordinating contributions to the FFI website, blogs, newsletters, media releases, or social media, preparing, inputting, and updating materials as appropriate, and coordinating uploading of images onto FFI's photographic database.
- Actively share and disseminate information and knowledge relating to the work and interests of the Eurasia Programme through a range of appropriate internal mechanisms.

Programme development

- Track fundraising activities by maintaining information on on-going applications, donor relationships, and donor reporting requirements, and provide administrative support throughout the fundraising process.
- Undertake desk-based research as required to support project and programme development.

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.

Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
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<td>- Excellent proven administrative skills</td>
<td>- Knowledge of Microsoft SharePoint</td>
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<td>- Strong organisational and time management skills, with a structured and methodical approach to work</td>
<td>- Working knowledge of a language relevant to the countries in which the Eurasia programme works, e.g. Turkish, Russian, Romanian, Portuguese, etc.</td>
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<td>- Excellent interpersonal, verbal and written communication skills, builds good working relationships at distance</td>
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<td>- Excellent attention to detail and high level of accuracy</td>
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<td>- Computer literate, proficient in standard word processing and spreadsheet programmes; good knowledge of Microsoft Office Suite</td>
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<td><strong>Knowledge and experience</strong></td>
<td><strong>Behavioural qualities</strong></td>
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| - Proven experience in an administrative support role  
- Familiar with basic accounting terminology and processes | - Ability to operate as part of a team in a dynamic environment where flexibility and the ability to manage time, prioritise and meet tight deadlines is essential  
- Capacity to work independently and be responsive to the needs of the organisation and teams in the UK and overseas  
- Build positive personal and organisational relationships  
- Able to work across cultures and a good level of awareness of cultural sensitivities  
- Pro-active approach to work with a willingness to learn and acquire new knowledge / skills | - Degree or equivalent level qualification  
- Experience of fundraising  
- Knowledge of social media and writing for communications purposes  
- Familiarity with Eurasia cultural context  
- Experience working in a developing country and/or in an NGO environment |
| - Fluency in written and oral English | - Interest and commitment to conservation | - Pre-existing right to work in the UK  
- Commitment to FFI's mission and values  
- Ability and willingness to travel on occasion to project sites (with notice). |
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 eurasia@fauna-flora.org

Please mark your application ‘Programme Assistant, Eurasia’.

The closing date for applications is Sunday, 10 April 2022. Interviews are likely to be held during the week commencing 18 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