



## Programme Officer, Marine Plastics 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, whilst 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.

## FFI Conservation Science & Design Programme

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, threatened species conservation (with a specific focus on trees) and climate change
- robust approaches to allocating conservation funding - through management of a dedicated marine grant, Halcyon Land & Sea funds (which focuses on securing priority conservation areas), the Flagship Species Fund, the Global Trees Campaign and also co-ordination of reviews for external grant funds
- promoting effective monitoring and evaluation 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

## FFI Marine Programme

FFI has been working in marine conservation for decades. However, it launched its formal marine programme in 2011 focused on the following three strands:

- securing important areas to safeguard marine biodiversity;
- informing and influencing policies and practice affecting the marine environment; and
- supporting key national local institutions to help them deliver effective marine conservation.

Since 2011, we have worked across 17 countries with over 90 partners. We have contributed directly to the establishment or strengthening of over 50 marine protected areas and dozens of new no-take zones, witnessed a reduction in destructive fishing activities at 45% of all sites and seen evidence of recovery in key species groups and habitats. Please see our [website](#) for an overview of current projects.

# Marine Plastics

FFI's Marine Plastics work was formally launched in 2012, and since then has established a dynamic programme of work to curb the threat posed to marine ecosystems by plastic pollution. We focus on identifying the types and sources of plastic which pose the greatest threats to biodiversity, and on finding pragmatic and locally appropriate solutions to mitigate these impacts. FFI works constructively with corporates, governments, scientists and other NGOs to build consensus around solutions, using the best available science and technical expertise to ensure these are robust and feasible.

FFI was strongly involved in the campaign to ban microbeads in the UK, and continues to work on other sources of microplastic pollution (notably plastic pellets and microplastic fibres lost from textiles). We also work to address plastic pollution within the context of our wider marine portfolio, and support partners around the world to engage on this issue, including through our membership of the Commonwealth Clean Oceans Alliance. We are also working to establish information on the challenges of alternative materials, looking at wider lifetime impact of alternative material choices. We continue to identify new priorities for intervention, based on a clear understanding of the science, impacts on biodiversity and demonstrated pathways to the sea, building pragmatic, collaborative solutions.

## The Opportunity

We are offering a unique opportunity to support the effective delivery and future development of our marine plastics work. The Programme Officer, Marine Plastics, will play an important role within the Conservation Science and Design team, providing technical input and support for all aspects of our marine plastics work.

The post holder will work under the supervision of the Senior Technical Specialist, Marine Plastics, to progress work to change practice in relation to microplastics, and to research and develop specific new work streams on marine plastics. We are looking for a dynamic team player with an interest in marine conservation and the ability to work constructively with a range of stakeholders, including the corporate sector.

You will have strong research and analytical skills combined with the ability to present convincing arguments. You will be able to communicate with confidence and credibility to a range of audiences, and have experience in building and maintaining positive organisational and external stakeholder relationships. You will also be willing to pitch in with more administrative elements of work, as required.

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

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	Six months
<b>Salary:</b>	circa £25,000 per year, depending on skills and experience
<b>Location:</b>	Fauna & Flora International, Cambridge Current policy offers partial remote working within the UK Some travel within the UK and internationally may be required.
<b>Benefits:</b>	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
<b>Hours of Work:</b>	This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive.

## Job Description

<b>Job Title:</b>	Programme Officer, Marine Plastics, Conservation Science & Design
<b>Reporting to:</b>	Senior Technical Specialist, Marine Plastics, Conservation Science & Design
<b>Line manages:</b>	N/A
<b>Key Internal Relationships:</b>	Acting Deputy Director, Conservation Science & Design Technical Specialist, Marine Plastics, Conservation Science & Design Head of Marine, Conservation Science & Design Regional Marine specialists Communications team Fundraising team

### Overall objective:

To ensure effective support to the Marine Plastics programme of work and undertake technical delivery on allocated projects, under the guidance and with agreement of the Senior Technical

Specialist, Marine Plastics The Programme Officer will be responsible for technical research and delivery on allocated projects and specific issues, including liaising and maintaining relationships with agreed stakeholders, keeping up-to-date on agreed marine plastics issues and providing technical support to regional teams on marine plastics. The Programme Officer also undertakes internal and external representation and communications (in agreement with the Senior Technical Specialist, and may be requested to supervise interns and undertake some routine administrative tasks.

## **Responsibilities:**

### **1. Implementation and technical support**

- Under the guidance of, and with support from, the Senior Technical Specialist, undertake day to day delivery on allocated projects, in line with an agreed project plan.
- Liaise with key project partners (including corporates) and other stakeholders (including policymakers), including organization of and/or attendance at project meetings or project-relevant stakeholder groups.
- Produce technical documents and/or reports as required as a part of project delivery, under the guidance of the Senior Technical Specialist.
- Develop specific targeted external communication materials, in line with programmatic priorities and as agreed with the Senior Technical Specialist.
- Undertake tracking of grant funds, input to donor reporting and project monitoring in support of effective project management, as requested.
- Represent FFI at external meetings, as agreed with the Senior Technical Specialist, and actively promote our positioning on marine plastics.
- Manage agreed databases and team processes for FFI's marine plastics work.
- Provide technical support for agreed activities within specific marine plastics projects or FFI's wider marine plastics work.

### **2. Development**

- Provide input to the development of marine plastics fundraising proposals, as agreed with the Senior Technical Specialist and in collaboration with relevant members of the Marine Plastics, Conservation Science & Design, communications and regional teams, and the fundraising team.
- Keep up-to-date with agreed priority issues around marine plastics and the status of current initiatives, with a specific focus on the interaction of marine plastics and marine biodiversity.
- Undertake specific technical research as requested to support development of new elements of work on marine plastics.
- Provide technical research and support to regional teams in the development of specific marine plastics projects and initiatives.

### **3. Learning**

- Communicate actively about marine plastics and related issues through internal mechanisms (intranet, downloads, etc.) to ensure internal awareness and engagement on these issues, and externally (including blogs and a dedicated Twitter feed) to promote FFI as a credible partner in the marine plastics field.
- Provide support and training to other teams within FFI on marine plastics issues, and help scope potential local field partners with interests in marine plastics.
- Liaise directly with the Communications team to ensure clear messages on marine plastics as part of our marine communications strategy and general promotion of FFI's marine work.
- Proactively identify opportunities to communicate FFI's marine plastics work to external audiences.

## General

- Provide technical reviews for both internal and external grant funds on a range of conservation issues.
- Conduct other elements of desk-based research as required within the Conservation Science & Design team.
- With agreement of the line manager, perform other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FFI and its programmes.
- Assist in dealing with external enquiries relating to FFI's marine plastics work.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent organisational skills, with structured and methodical approach to work and a clear focus on results</li><li>• Good communication and presentation skills (written and verbal)</li><li>• Research and analysis skills with acute attention to detail</li><li>• Strong skills in relationship-building with diverse stakeholders, including with the corporate sector</li><li>• Ability to think laterally and creatively</li><li>• Ability to prioritise and manage time effectively</li><li>• Fluent in English (spoken and written)</li><li>• IT literate</li></ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"><li>• Educated to degree level in relevant field including marine or environmental sciences, resource management or similar</li><li>• Knowledge of marine conservation and /or plastics sector</li><li>• Proven experience of working in a similar role and on relevant issues</li><li>• Previous experience of desk-based research</li></ul>	<ul style="list-style-type: none"><li>• An understanding of and experience of working in or with NGOs</li><li>• Previous experience of engagement with the corporate sector</li></ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"><li>• Ability to deal with challenges in a positive way</li><li>• Committed to FFI's mission, vision and values</li><li>• Builds positive personal and institutional relationships</li></ul>	<ul style="list-style-type: none"><li>• Practical experience of facilitating partnerships and alliances</li></ul>

	<ul style="list-style-type: none"> <li>• A team player, but able to work independently to an agreed programme</li> <li>• Ability to work under pressure and to deadlines</li> <li>• Interest in working with corporate sector, and ability to communicate positively with corporate partners</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Entitlement to work in the UK</li> </ul>	

## 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 are applying for the position and relating your experience and skills to the role, a full CV, and contact details for two referees (who will not be approached without your permission), should be submitted electronically to [jack.murphy@fauna-flora.org](mailto:jack.murphy@fauna-flora.org)

Please mark your application '**Programme Officer, Marine Plastics**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Wednesday, 20<sup>th</sup> April 2022**. Interviews are likely to be held the week commencing 2 May 2022. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter. 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](mailto:jade.bedwell@fauna-flora.org).

FFI values diversity and is committed to equality of opportunity