



Programme Manager, Antigua & Barbuda

“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.

Caribbean Programme

FFI currently support more than a dozen active projects in the Eastern Caribbean, specifically Anguilla, Antigua & Barbuda, Barbados, Dominica, Saint Lucia, and St Vincent & the Grenadines, all of which were instigated by local request. These projects encompass a variety of themes including climate change adaptation, endangered species recovery, sustainable financing for conservation, and preventing illegal wildlife trade. The Caribbean portfolio has an annual budget of over USD 1.5 million, and is rising, and is part of the FFI Americas & Caribbean Regional Programme.

Antigua, Barbuda and Redonda

The 'twin island state', is in fact an archipelago of dozens of islands, surrounded by 240 km² of coral reefs. Given the many pressures on the populated islands, the smaller islands off Antigua's north-east coast have become essential refuges for wildlife. Endemic and threatened species, such as the Antiguan racer, white-crowned pigeon and the elegant West Indian whistling duck, rely on the islands for survival. The biodiversity of these stunning islands is globally recognised and attracts thousands of tourists every year. Our work with our partners in Antigua continues to this day through the Offshore Islands Conservation Programme

Another jewel in the Antigua and Barbuda archipelago is the rarely visited island of Redonda. Feral goats and thousands of large, predatory black rats had turned much of its surface into a dusty moonscape and left the surrounding marine habitats damaged. In 2017, FFI and partners eradicated the rats and relocated the feral goats to Antigua. The island started to spring back to life incredibly quickly: in the space of just two years, 15 species of land birds returned to Redonda and numbers of the Redonda Ground Lizard increased eight-fold.

Today, we are working to solidify and build on the success of the original eradication work, through biosecurity measures, invasive plants eradication, native species reintroduction feasibility studies, and marine monitoring and surveillance. FFI and its partners are currently working on the establishment of a major new protected area that will cover the island, its surrounding seagrass meadows and a largely intact 180 km² coral bank. The new Redonda Ecosystem Reserve is largely unexplored but believed to contain at least 30 globally threatened and near-threatened species.

The Opportunity

We are seeking qualified candidates to join the Caribbean team, to lead the management and development of the Antigua & Barbuda programme. Working closely with colleagues across FFI, and under the immediate supervision of the Sub regional Manager, Caribbean, you will be working closely with partners, such as Re:wild, the local NGO the Environmental Awareness Group, the Government of Antigua & Barbuda through the Department of Environment, the Fisheries Division and other government agencies and community-based organisations, to design and implement biodiversity conservation initiatives. You will support the delivery of conservation capacity building to local groups and deliver other aspects of the programme's operations, such as project management and fundraising.

The post would be ideal for someone with experience in terrestrial and marine biodiversity conservation, and with expertise in Protected Areas management. You will use your technical skills and practical experience in using science and current approaches to develop and oversee the effective delivery of conservation projects. You will have good project management and fundraising skills, and demonstrable experience in community engagement, participatory approaches, and sustainable livelihood initiatives.

An excellent team player, you will enjoy working in a dynamic team environment where creative approaches and thinking are being brought to deliver projects. Experience raising funds for conservation will be an advantage. A degree or equivalent level qualification in a relevant discipline and good experience in a related role and working situation are expected. In return, the role offers the opportunity to work within a ground-breaking conservation organisation, at the forefront of conservation.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Two years
Probation Period:	Six months
Salary:	Circa USD 35,000
Location:	Based in Antigua. The Antigua and Barbuda Programme Manager will be home-based until FFI's office in Antigua opens.
Benefits:	20 working days' annual holiday entitlement plus Public/Bank Holidays.
Hours of Work:	This is a full-time position working 40 hours per week, Monday-Friday inclusive.

Job Description

Job Title: Programme Manager, Antigua & Barbuda

Reporting to: Sub-regional manager, Caribbean

Key Working Relationships:

Staff and consultants in Antigua & Barbuda;

Partner organisations, including but not limited to the Environmental Awareness Group and agencies of the Government of Antigua & Barbuda, and project stakeholders;

FFI Americas & Caribbean team members based in the region and in the UK;

FFI finance and administration personnel;

FFI global specialist teams, including those working on livelihoods, governance, capacity building, monitoring and evaluation, marine conservation, and conservation financing and enterprise;

FFI communications and fundraising teams

Purpose of the role:

The Programme Manager, Antigua & Barbuda will actively contribute to the strategic planning and development of FFI's Caribbean programme, proactively identifying funders and donors, developing relationships and partnerships and strengthening local capacity in line with FFI's mission, vision and strategic aims. They will oversee and take a hands-on role in programme and project implementation in Antigua & Barbuda, ensuring sound operational and financial management and compliance with internal policies and procedures, contracts/grant agreements and relevant statutory and regulatory frameworks. They will also contribute coastal/marine and Protected Areas technical expertise to other projects and programmes across this region. The Programme Manager, Antigua & Barbuda will uphold FFI's core intents and values.

Specific Duties:

Programme Development

- In consultation with the Sub-regional Manager, Caribbean, lead on the strategic planning and development of projects in Antigua & Barbuda in line with FFI's business plan and strategy, including advising on opportunities, priorities and optimal use of funds
- Keep abreast of and advise on national and regional policies and programmes pertinent to biodiversity conservation in Antigua & Barbuda, seeking synergies where appropriate to FFI's programme in Antigua & Barbuda
- In collaboration with local partners and other team members, develop and input to project concepts and proposals in line with approved strategic plans and FFI's project cycle
- Proactively identify, and nurture relationships with, prospective funders and donors and develop tailored proposals to fund approved projects, working with the Finance Business Partner (UK) to ensure accurate budgeting, staff and overhead charging and cost recovery
- Ensure that funding and donor proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards and implementation conditions within the Caribbean
- Support the scoping, development, and implementation of new projects in the region

- Facilitate project site visits by FFI's donors and media, if required and in consultation with the fundraising and communications teams, local partners and the Sub-regional Manager, Caribbean

Project Management

- Have lead responsibility for the planning, implementation, monitoring and evaluation of a portfolio of FFI projects, in collaboration with in-country partners, authorities and stakeholders. This responsibility encompasses serving as FFI Project Manager on projects by agreement with the line-manager.
- In the case of FFI-funded activities, prepare, manage and report on project budgets, and participate in FFI annual budgeting and reforecasting processes
- Work with partners and relevant FFI staff to develop and agree project targets, work plans and budgets, taking into account FFI's policies, approaches and requirements for project implementation, and grant terms and conditions
- Manage the planning and delivery of project activities and outputs, ensuring compliance with FFI operating standards, policies and procedures, contracts and grant agreements
- Conduct site visits to plan, guide and evaluate project actions with project staff and partners, and ensure that activities are conducted to a high standard of health & safety, safeguarding and environmental good practice
- Coordinate and facilitate project inputs from relevant technical and operational staff and consultants, and implementing partners, leading the development of contracts and subgrant agreements, ensuring they are in place and are followed correctly and in compliance with FFI policies and procedures, donor requirements and relevant statutory and regulatory frameworks
- Manage and supervise FFI staff and consultants in Antigua & Barbuda, and temporary internships, volunteers and work placements as required
- Ensure that proposals, reports and other project outputs produced by staff and consultants are of a high standard and reflect FFI's philosophy and any donor branding requirements
- Develop and manage processes for effective monitoring and evaluation of project activities, outputs and impacts on biodiversity and people, ensuring timely adaptive management as required to meet project aims, objectives and timelines, and to disseminate lessons learnt
- Represent the projects and FFI in respect to key counterparts including government, national and international NGOs, and other relevant stakeholders
- With support from an administrator in the region and the UK-based Finance Business Partner, ensure the following for the project and grants managed by this position:
 - Accurate financial planning and management
 - Compliance with internal financial policies and procedures
 - Compliance with contracts and grant agreements, including procurement requirements
- Proactively develop and nurture relationships with existing and prospective funders and donors, ensuring regular communication and hosting donor visits as required
- Ensure delivery of technical and financial reports to donors and FFI within agreed internal and external deadlines

Partnership Development and Capacity Building

In close coordination with the Sub-Regional Manager, Caribbean:

- Identify, develop and nurture relationships and partnerships with third parties, including government agencies, community organisations, NGOs, for-profit entities and academic

institutions, to maximise the effective delivery of FFI's projects in Antigua & Barbuda and other projects under their responsibility

- Advise and assist FFI's local partner organisations to develop their own projects and grant proposals to strengthen their capacity to support and deliver biodiversity conservation objectives
- Identify, and where possible, address the capacity needs of local communities, the Environmental Awareness Group, and government staff by providing or sourcing additional training and mentoring
- Conduct due diligence processed as required per FFI policies and procedures
- Ensure meaningful consultation with appropriate stakeholders in the development and implementation of the FFI Caribbean Programme
- Lead on the negotiation and development of Memoranda of Understanding (MoUs) and/or Memoranda of Agreement (MoAs) with national government and partners and in accordance with FFI documentation and FFI's Delegation of Authorities

Operational Management

- In collaboration with the Sub-regional Manager, Caribbean and in accordance with FFI's Delegation of Authorities, support the recruitment of local staff and consultants
- Provide strong and motivational line management to local FFI staff, if present, through objective setting, performance monitoring, annual appraisals, training provision and personal development planning to ensure the efficient and effective delivery of the programme
- Ensure effective coordination and integration of input from technical and cross-cutting teams
- Support compliance with institutional Health & Safety and safeguarding policies and procedures, conduct Risk Assessments as required and, if necessary, develop and apply project- or site-specific Health and Safety guidelines to manage and minimise risk to FFI and partner personnel working in Antigua & Barbuda
- Ensure the Caribbean Sub-regional Manager remains up to date on the status of operations and project delivery in Antigua & Barbuda, bringing issues that may affect operations and delivery swiftly to their attention
- Keep informed of health hazards and issues, natural disaster and security issues within Antigua & Barbuda and communicate issues of concern swiftly to FFI, advising of potential impact on staff, operations, projects and finances

Technical Input

- Provide projects in Antigua & Barbuda with technical advice and input on biodiversity conservation and management in project design, development, implementation and monitoring
- Where appropriate, and in close collaboration with the Sub-regional Manager, Caribbean and relevant project/programme managers, provide technical support to other FFI projects and partners in the Caribbean, including but not necessarily limited to Union Island Conservation Programme and other projects in St Vincent & the Grenadines
- Manage, support and assist project teams and partners with fieldwork, data collection, analysis, interpretation, presentation and reporting, and ensure that monitoring and evaluation indicators are designed and tracked correctly

Programme Representation

In agreement with the Sub-regional Manager, Caribbean:

- Represent FFI and FFI's programme in Antigua & Barbuda, developing its profile and promoting its work to third parties, including diplomatic and government agencies, communities, NGOs, for-profit entities, academic institutions, funders and donors, and media
- Represent FFI at key fora, including national and regional consultations, negotiations, meetings, workshops and briefings
- Engage in relevant policy dialogues with a view to influencing positively national and regional policies that impact on biodiversity
- Attain membership of relevant fora and associations to support and further the work and purpose of the FFI Caribbean Programme

Programme Learning and Communications

- Ensure that learning from projects is documented and shared internally including through FFI's Community of Practice, and externally where appropriate
- Bring to the attention of the Communications Department any newsworthy items arising from FFI's work in Antigua & Barbuda and liaise with the Communications team to prepare media releases and articles
- Ensure regular and effective communication and coordination within the regional team (including participating in regional team meetings) and with the communications team in Cambridge, UK
- Keep abreast of emerging trends and good practice on coastal and marine conservation and sustainable use of marine resources – both within FFI and externally – and help share that knowledge gained across the organisation and its partners

Other duties:

The Antigua and Barbuda Programme Manager will also be expected to answer queries from other FFI offices when they arise, and to carry out any other reasonable duties which are consistent with the post and the aims and objectives of the position, as directed by the FFI Management team. Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation's activities.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Excellent project management skills, including project development, implementation, monitoring and evaluation• Excellent technical skills relating to biodiversity conservation• Ability to communicate publicly (written and oral) and with a wide range of audiences	

	<ul style="list-style-type: none"> • Fluency in written and spoken English • Proven financial / budget management skills • Proven proposal development and report writing skills 	
Knowledge and experience	<ul style="list-style-type: none"> • A relevant degree or equivalent qualification in conservation or a related subject • A good technical background and understanding of a range of biodiversity conservation issues and/or strategic/resource use processes • Experience building capacity for conservation and developing and delivering training • Good track record in collaborating effectively with partner organisations, including governments, national and local NGOs, community groups and businesses • Good track record in fundraising 	<ul style="list-style-type: none"> • Experience in Protected Areas creation and development • Experience in marine conservation and fisheries management • Experience in robust experimental design, data collection and data management
Behavioural Qualities	<ul style="list-style-type: none"> • Commitment to FFI's mission and values, and safeguarding • Ability to deal with challenges in a positive way • Effective communicator • Builds positive personal and organisational relationships • Commitment to conservation and community-led development process and empowering local individuals • Demonstrated willingness to think creatively, to problem-solve, and to try new approaches • Excellent team player who is happy and able to provide support to others, with the ability also to work well under own initiative • High standards of integrity, professionalism, and impartiality 	
Other	<ul style="list-style-type: none"> • Ability to undertake international travel as required 	<ul style="list-style-type: none"> • Entitlement to work in Antigua

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 olivier.raynaud@fauna-flora.org.

Please mark your application '**Antigua and Barbuda Programme Manager**'.

The closing date for applications is **May 13th 2022**. Interviews are likely to be held during the week commencing **May 30th 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.

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

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, Human Resources Adviser, on Tel: +44 (0)1223 749 044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity