



Executive Manager, Conservation Leadership Programme

“The nurturing of young conservationists is pivotal to achieving our common conservation goals, and this is something which CLP has succeeded in doing throughout its history. CLP has had a significant impact on developing the careers of some of the brightest talents working in conservation today.” Mark Rose, CEO FFI

Conservation Leadership Programme

The Conservation Leadership Programme (CLP) is a world-renowned early-career leadership development initiative. Over more than three decades, CLP has directed over \$10million towards conservation and capacity building activities, supporting ~3,000 early-career conservationists from around the world. We have supported over 850 projects in >100 countries, provided ~150 paid internships and trained >1,000 early career leaders. The Programme nurtures a spirit of shared learning and unity through cultivation of a vibrant and interconnected community: the CLP Alumni Network. CLP alumni have discovered new species, established their own non-governmental organisations to continue delivering conservation actions and used their results to designate important conservation sites. CLP alumni have demonstrated their credibility and positioned themselves as subject experts, spokespeople and decision-makers who play pivotal roles in driving forward positive conservation impacts.

The Programme's success in building capacity and achieving positive outcomes for biodiversity pivots around a long-term relationship that has been established and maintained between three leading conservation organisations – Fauna & Flora international, BirdLife International and the Wildlife Conservation Society. Together, we recognize that the magnitude of work and the speed at which is required is too great for us to effectively undertake individually.

CLP Partner Organisations

BirdLife International is a global family of over 118 national Partners covering all continents, landscapes and seascapes. BirdLife is driven by its belief that local people, working for nature in their own places but connected nationally and internationally through the global Partnership, are the key to sustaining all life on this planet.

The Wildlife Conservation Society (WCS) saves wildlife and wild places worldwide through science, conservation action, education, and inspiring people to value nature. WCS harnesses the power of its Global Conservation Program in nearly 60 nations and in all the world's oceans. WCS combines its expertise in the field, zoos, and aquarium to achieve its conservation mission.

Fauna & Flora International (FFI) will host this role. 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.

At FFI, CLP is nested within the Conservation Capacity & Leadership Team. Long-term conservation success depends on developing a network of committed individuals and institutions that are strong enough and effective enough to address the threats to our natural world. The Conservation Capacity & Leadership team work across FFI's international portfolio to create opportunities for staff, partners and beyond to maximise their potential for conservation good.

The Opportunity

The Conservation Leadership Programme is looking to recruit an Executive Manager to lead this dynamic partnership programme. The role of the Executive Manager is to direct strategic programme development, fundraising and collaborations, deliver the annual business plan, manage a small team across the three conservation organisations, manage financial resources and ensure the smooth running of day-to-day operations. There will be opportunities to be creative in finding ways to engage and support a cadre of developing conservation leaders from around the world, and a requirement to facilitate training and workshops in pursuit of CLP's goals.

The Executive Manager will have a relevant degree or equivalent level qualification and significant relevant work experience in the conservation sector or a related field. The successful candidate will have strong programme management experience. You will demonstrate a proven track record of fundraising and experience of strategic planning. You will be an inspirational leader, have strong communication skills and have experience of successfully managing geographically dispersed teams. You will have extensive experience in facilitating training and workshops (in-person and online) in a related field. You will be excited about the prospect of working collaboratively across three well-established conservation organisations.

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:	16 May 2022 or as soon as possible thereafter
Duration of Contract:	Permanent
Probation Period:	6 months
Salary:	£40,000-£44,000 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: Executive Manager, Conservation Leadership Programme

Reporting to: Director, Conservation Capacity & Leadership
with operational reporting to the Executive Committee based at FFI, BirdLife and WCS

Line Manages: CLP team members, where employed directly by FFI – currently Programme Officer and CLP Communications Executive
Responsible for all CLP team members' operational delivery at BirdLife and WCS
May also be required to supervise interns or volunteers

Key Relationships: CLP Award Selection Committee
CLP Alumni (grantees, interns, trainees)
CLP Donors - Arcadia, Fondation Segré, De Beers
Small grant donor network
Conservation Leadership Community of Practice
New Directions network
Capacity building programmes with CLP partnership organisations
Cambridge Conservation Initiative

Purpose: To lead the CLP on strategy development, fundraising and overall implementation of this partnership training and capacity building programme.

Specific Duties:

Strategic Programme Development & Fundraising

- Lead, monitor and evaluate CLP's ongoing strategic development.
- Develop and deliver annual business plans to implement the strategy.
- Lead fundraising efforts for CLP, including development of a new fundraising strategy, managing relationships with existing donors and cultivating new donors.
- Ensure that CLP responds to the capacity development needs of the CLP partner network and is integrated with the objectives of each partner organisation.
- Advance strategic alliances between CLP and external collaborators to advance CLP aims and objectives.
- Implement policies agreed by the programme's Executive Committee.

Programme Management & Operations

- Provide line management of CLP team members employed directly by FFI through objective setting, continuous performance management, annual appraisal, training provision and personal development planning.
- Coordinate and guide the CLP Management Team to deliver the programme's Strategic Plan, in relation to CLP roles and responsibilities, including employee recruitment and relevant input to annual performance appraisal processes, in collaboration with the relevant Conservation Organisation Executive Committee member.
- Develop and present a yearly work plan and budget to the Executive Committee for approval.
- Manage programme resources within the agreed budget and present quarterly activity and financial reports to the Executive Committee.
- Oversee all processes related to funding CLP alumni through team awards, internships and alumni grants.
- Direct day-to-day CLP activities and ensure delivery of annual and long-term strategic objectives.
- Oversee the design, implementation, marketing and communications of the CLP.
- Report to and advise the Executive Committee annually regarding delivery of annual and long-term performance metrics measured against the CLP strategy and annual targets.
- Oversee monitoring and evaluation of programme outcomes and impacts.
- Facilitate workshops and deliver training courses for CLP beneficiaries as appropriate.

Learning

- Keep up to date and offer expertise on issues of conservation leadership as well as youth and early career engagement in conservation.
- Engage with each partner organisation's regional and thematic programmes on capacity development initiatives sharing experiences and lessons learnt from CLP and more broadly.
- Facilitate staff and partner interactions with CLP alumni and projects to promote learning and collaboration.
- Provide advice and support to new applicants and CLP alumni, including support in their nominations for other awards.

General

- Undertake any other tasks commensurate with the position that may be requested of you, from time-to-time, by your Line Manager.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Strong programme management skills • Excellent verbal communication skills, with ability to present and persuade at all levels with confidence and credibility • Excellent written communication skills, including report and proposal writing • Strong presentation skills • Excellent interpersonal and diplomatic skills • Strong administration skills • Excellent numeracy skills • Fluency in spoken and written English 	<ul style="list-style-type: none"> • Skills in Spanish, Portuguese, French, Bahasa Indonesia or another second language
Knowledge and experience	<ul style="list-style-type: none"> • A degree or equivalent level qualification in a relevant field, preferably life sciences • Significant experience in programme management, including within the conservation sector • Demonstrated experience with strategy development and implementation • Demonstrated experience with successful fundraising and donor management • Demonstrated experience with financial management, including budgeting, reporting and grant management • Experience securing, developing and maintaining partnerships and collaborations • Experience with training and capacity building programmes within the conservation sector • Proven confident facilitation skills in international, multi-cultural settings • Experience organising and running complex events, including conferences and workshops in-person and online • Experience of managing remote teams 	<ul style="list-style-type: none"> • Field experience in conservation
Behavioural qualities	<ul style="list-style-type: none"> • Commitment, passion and enthusiasm for the development of conservation leadership • Excellent team player, with the ability to build positive personal and organisational relationships • Self-motivated, with ability to demonstrate initiative • Ability to deal with challenges in a pragmatic way • An international outlook and understanding of different cultures • Empathetic to needs of early-career grantees and their challenges in delivering projects 	

Other	<ul style="list-style-type: none"> • Commitment to FFI, BirdLife and WCS's mission and values • Ability and willingness to undertake international travel as required 	
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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 jake.burton@fauna-flora.org

Please mark your application '**Executive Manager, Conservation Leadership Programme**.

The closing date for applications is **Sunday, 24 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