



## Programme Administrator, Africa

“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.

## Africa Programme

Working closely with local partners, FFI currently operates in 13 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused on species and habitat conservation, biodiversity planning, protected area management, institutional development and capacity building, sustainable use and community-focused wildlife management initiatives.

## The Opportunity

FFI is seeking a Programme Administrator, Africa, to undertake a key supporting role within the programme. As part of a growing team working on a diverse portfolio of programmes across Africa, you will deliver administrative, information management and office support to the Africa team and its projects, helping ensure compliance with internal systems, policies and procedures and donor requirements.

You will be a highly competent administrator, with previous relevant experience supporting a busy team. You will have excellent organisation and prioritisation skills and have a positive approach to dealing with challenges and problems.

Your excellent interpersonal and communication skills will enable you to build strong professional working relationships with colleagues in the UK and across the Africa Programme country offices. You will be a good team player and enjoy working in a dynamic environment where the ability to respond swiftly to changing organisational and team needs is paramount. With a proactive and pre-emptive approach to your work, you will seek to add value, work with minimal supervision and manage your workload effectively. You will be meticulous in detail and maintain a high level of confidentiality and discretion at all times. Fluency in English is essential, and a good working knowledge of French is desirable.

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>	£20,000 – £22,000 per annum
<b>Location:</b>	Fauna & Flora International, Cambridge Current policy offers partial remote working within the UK
<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. Part-time working will be considered at a minimum of 30 hours per week

## Job Description

<b>Job Title:</b>	Programme Administrator, Africa
<b>Reporting to:</b>	Senior Programme Manager (Operations), Africa
<b>Key Relationships:</b>	Regional Director, Africa Programme Manager (Partnerships & MEL), Africa Programme Manager (Operations & Compliance), Africa Africa Programme Team (UK and regionally) FFI Operations teams (HR, Legal, Finance, Governance)

### **Purpose:**

- Working with, and under the guidance of, the Senior Programme Manager (Operations), Africa to provide accurate and timely administrative support to the Africa Programme operations, ensuring compliance with internal systems, policies and procedures and donor requirements and contributing to ensuring that conservation programmes run as effectively and efficiently as possible.

## **Specific Duties:**

### Financial Administration

- Support financial administrative tasks, including:
  - supporting the team with checking monthly expenditure against budget
  - reviewing/proxying timesheets for team members where appropriate
  - submitting funder invoices and transfer requests
  - supporting procurement
  - collating data from field and in-country team members for financial and grant reporting
- Support the monthly consolidation of cash books as required by Senior Programme Managers.
- Maximise the use of internal FFI finance and operations systems to support grant management processes and support project staff to do the same.
- Provide support to senior team members with expense claims and cash advance returns.

### Programme Administration

- Carry out administrative tasks, including:
  - supporting team meeting
  - arranging courier logistics
  - assisting with grant and institutional audits
  - data storage management and
  - directing internal and external enquiries as appropriate
- Support team members in the procurement and purchase of equipment and vehicles as required, ensuring adherence to relevant policy and procedures
- As requested, prepare and co-ordinate the transportation of field equipment from the UK to in-country offices by travelling team members
- Collaborate 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

### Travel and Meeting Coordination

- Assist Africa team members with travel arrangements ensuring adherence to FFI travel procedures, including:
  - booking flights and accommodation;
  - visa application support
  - organising diaries
  - coordination of associated documentation
- Assist in the organisation, arrangement and development of team meetings, regional events, including conferences, regional, and other team meetings, and conference calls, and provide administrative support as appropriate, including recording minutes

### HR Administration

- Provide administrative support to the recruitment of new Africa team members including, but not limited to;
  - managing the recruitment folders
  - preparing interview grids
  - arranging the logistics for interviews
  - facilitating feedback to candidates
  - reference checking
  - liaising with the HR team as necessary

- Support the onboarding of new starters, including facilitating the induction process. Support the processing of leavers and liaise with ICT as necessary, in adherence to FFI's policies and procedures
- Maintain key programmatic documentation such as team organograms and electronic staff contact details and distribution lists

#### Other

- Organise, participate in and contribute to Africa team meetings.
- Carry out research tasks and image searches to support the development of funding proposals, reports, presentations or other project documentation as requested by senior team members and the Senior Programme Manager (Operations), Africa.
- Work in full compliance with FFI policies and procedures and other protocols, ensuring work is done to high quality and within budget.
- Undertake any other activities that you may, from time-to-time, be asked to perform by the Director of Operations and Senior Programme Manager (Operations), Africa, commensurate with your skills and experience.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent administrative skills</li> <li>• Structured and methodical approach to work</li> <li>• Ability to plan, organise and prioritise workload to meet deadlines whilst ensuring long-term and ongoing tasks remain on track</li> <li>• Excellent interpersonal, verbal and written communication skills</li> <li>• Ability to quickly pick-up and use a number of different administrative tools and processes</li> <li>• Excellent attention to detail</li> <li>• Proficiency in Microsoft Office, including Word and Excel</li> <li>• Fluency in English</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of French</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Strong relevant administrative experience</li> <li>• Experience of managing a varied and demanding workload</li> <li>• Experience in responding to queries, carrying out basic research and problem solving</li> <li>• Experience in maintaining manual and electronic filing systems</li> <li>• Experience in using data management systems</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in the NGO sector</li> <li>• Experience in use of OneDrive</li> <li>• Knowledge of GDPR regulations</li> <li>• Previous experience of recruitment processes</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively under pressure</li> <li>• Ability to build positive personal and organisational relationships</li> <li>• Excellent team player with the ability also to work well under own initiative</li> <li>• Ability to maintain a high level of confidentiality and discretion at all times.</li> <li>• Shows initiative and a positive approach to dealing with challenges and problems</li> <li>• Ability to work well, through remote means, with offices/staff abroad with a culturally sensitive approach</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in and empathy with FFI's mission and values</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Pre-existing right to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to undertake international travel when required</li> </ul>

## 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 [africajobs@fauna-flora.org](mailto:africajobs@fauna-flora.org)

Please mark your application '**Programme Administrator, Africa**'.

The closing date for applications is **Sunday, 15<sup>th</sup> May 2022**, with interviews are likely to take place during the week commencing **23<sup>rd</sup> May 2022**.

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, 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