



Programme Officer, 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, 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.

Conservation Science & Design Team

Good conservation decision-making depends on good information. The Conservation Science & Design team works closely with, and provides support to, other FFI staff and our partner organisations, ensuring decisions and actions are based on a good understanding of the context and how change happens, and enabling 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), threatened trees, 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.

The Opportunity

FFI is seeking qualified candidates for the position of Programme Officer, to support the delivery of our plant conservation work and other areas of work within the Conservation Science and Design team.

You will provide support to the management of FFI's tree conservation portfolio, including administration of a portfolio-level grant, supporting project development and compiling donor reports. You will also contribute to the development and delivery of communications and fundraising, support robust monitoring and evaluation within projects, and undertake desk research or scoping on issues relating to plant conservation and wider themes relevant to the work of the Conservation Science and Design team. You will also provide flexible support with administration, project development, desk research and technical reviewing within the wider Conservation Science and Design programme.

You will have an undergraduate degree with relevant technical expertise, including field-based conservation, and proven ability in project management and administration, including financial aspects. You will have the personal qualities and skills necessary to collaborate effectively with government agencies, non-governmental organisations and a variety of other partners and stakeholders, as well as strong verbal and written communication skills. Fluency in written and spoken English is essential, while botanical or plant-related qualifications, experience or interest 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

Start Date:	As soon as possible
Duration of Contract:	Open
Probation Period:	Six months
Salary:	circa £26,000 per annum
Location:	Fauna & Flora International, Cambridge, UK Current policy offers partial remote working from 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 Officer, Conservation Science & Design

Reporting to: Programme Manager, Plant Conservation, Conservation Science & Design

Key Relationships: Senior Programme Manager, Conservation Science & Design
Director, Conservation Science & Design
Conservation Science & Design Team
Programme Managers, Regional Teams
Fundraising Team
Communications Team

Purpose:

To support the management and delivery of the Conservation Science and Design team's programme of work, with a particular focus on plant conservation (especially threatened trees), and to play a flexible support role across the team. The post holder will provide support to a range of projects and initiatives, including technical reviewing, research and administrative tasks, and will take responsibility for administration of portfolio-level grant funds. The post holder will also provide design and monitoring support to plant-focused projects, and help develop communications and fundraising proposals.

Specific duties:

Implementation

- Support the management of FFI's threatened tree project portfolio, including portfolio-level grant administration, supporting the development of individual projects (ensuring these align with donor requirements), tracking project delivery and impact, collecting project reports and data, and compiling donor reports.
- Take responsibility for the financial administration of internal grant funds, tracking expenditure in line with budgets and ensuring compliance with FFI's financial processes and requirements.
- Act as the first point of contact for tree and plant conservation projects across FFI, and help them to access the specific technical support or expertise they may need to ensure best practice is followed and maximum impact delivered.
- Support the Programme Manager, Plant Conservation in efforts to better embed plant conservation within FFI's wider global conservation portfolio, including the delivery of plant specific training to staff and partners.
- Deliver or support initiatives to engage more organisations and individuals in plant conservation work, as requested by the Programme Manager, Plant Conservation.
- Deliver or support communication initiatives to increase the profile of plant conservation, as requested by the Programme Manager, Plant Conservation, in collaboration with FFI's communications team and external partners. This includes supporting our partners and field teams to communicate about their plant conservation achievements.
- Provide flexible support with administration, project development, desk research and technical reviewing within the wider Conservation Science and Design programme, as agreed with your line manager.

Development

- Provide support to FFI's regional teams and project partners in the development of new plant related projects or elements of projects, working through agreed processes and in close consultation with the Programme Manager, Plant Conservation.
- Develop fundraising proposals in accordance with FFI's project cycle and other processes, in support of the plants programme and across the Conservation Science and Design team.
- Undertake desk research or scoping, and produce briefings where required, on issues relating to plant conservation and on key emerging issues or themes of interest to the Conservation Science and Design team and the wider organisation, as requested by your line manager, to help FFI stay abreast of relevant developments relating to biodiversity conservation and the broader context within which the organization operates.
- Where required, represent FFI's plant conservation work internally and externally, including developing and maintaining relationships with relevant institutions and helping to grow FFI's network and positioning within the botanical sphere.

Learning and Assimilation

- Under the guidance of the Programme Manager, Plant Conservation, support robust monitoring and evaluation within plant conservation field projects, in line with FFI's approach to impact assessment, and ensure that information from all projects and initiatives is captured and compiled to allow evaluation of the overall impact of the plants / trees programme.
- Collate learning from plant conservation projects and share it both internally within FFI and externally.

General

- Represent FFI, and the Conservation Science & Design team as required in external and internal meetings and fora, and ensure information is fed back and appropriately circulated within FFI.
- Undertake regular technical reviews of project proposals for both internal grant funds and external organisations, as agreed with your line manager.
- 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, as part of the extended team across FFI.

Although there are no direct reports to this post, it is possible that the post holder may be asked to supervise temporary internships or work placements.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Project management skills with experience in project development and implementation • Technical conservation skills preferably spanning both ecological and social aspects • Administrative skills, including budgeting, financial administration and reporting • Excellent writing skills, including the ability to write a range of outputs, adapting style to suit the audience • Strong desk research skills, including the ability to compile information from a range of sources and use it to produce a range of outputs • Strong verbal communication and networking skills, including ability to deliver aural presentations • Ability to build and manage relationships with a wide range of individuals and organisations, in a range of contexts including governments, NGOs, community groups and businesses • Strong prioritisation and time management skills, with ability to work to multiple deadlines and a clear focus on delivery of outputs • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Proficiency in Spanish, French or another second language
Knowledge and experience	<ul style="list-style-type: none"> • An undergraduate degree or equivalent experience in conservation/natural resource management or relevant social science field • A good technical background and understanding of a range of terrestrial habitat and species conservation issues • Field experience in conservation or relevant research, preferably in a developing country context • Track record of efficient project planning, implementation, budget management and financial reporting 	<ul style="list-style-type: none"> • A postgraduate degree or in conservation/natural resource management or relevant social science field • Qualifications or experience in botany, forestry or other plant-related fields • Experience of working in an NGO environment • Experience of working effectively with different types of partner organisations, including national and local NGOs, government agencies, and

		community-based organisations <ul style="list-style-type: none"> • Experience of working with remote teams
Behavioural qualities	<ul style="list-style-type: none"> • Builds positive personal and organisational relationships • Ability to deal with challenges in a pragmatic way • Culturally sensitive • Self-starter, able to work well under own initiative • Team player, demonstrating ability to seek out and harness the views and contributions of others • Commitment to and empathy with FFI's mission and values 	<ul style="list-style-type: none"> • Commitment to / passion for the conservation of under-represented taxa, especially plants
Other	<ul style="list-style-type: none"> • Ability to undertake international travel 	

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

Your application should consist of:

- A covering letter - including a note of where you saw the role advertised and your preferred method of contact
- A full CV - tailored to the role as advertised, highlighting relevant experience and achievements
- Contact details for two referees - who will not be contacted without your permission

Please mark your application '**Programme Officer, Conservation Science and Design**' and submit to ellen.buckland@fauna-flora.org

The closing date for applications is **Tuesday, 31 May 2022**. Interviews are likely to be held during the week commencing **Monday, 6 June 2022**. Candidates selected for interview will be contacted by email or telephone.

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