Programme Development Assistant, Statutory Funding

Cross-cutting Programmes

“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.

The Statutory Funding Team

FFI is organised around programme delivery in four regions – Asia Pacific, Eurasia, Africa and the Americas & Caribbean. These are supported by cross-cutting programmes, focused on the technical excellence and effectiveness of FFI’s conservation work, developing different approaches to conservation and ensuring their integration within the regional portfolios. The Statutory Funding team sits within the cross-cutting programmes, alongside teams working on Conservation Science & Design, Conservation Capacity & Leadership, Corporate Sustainability, Wildlife Trade and Social Equity, Agriculture & Enterprise. The Statutory Funding team focuses on positioning FFI with priority statutory donors and building knowledge and capacity of these donors across FFI, to secure new income and support excellent grant and relationship management.

The Opportunity

This is an exciting time to join FFI’s Statutory Funding Team. The range of donors we work with, and the number of funding proposals we work on, is increasing rapidly as FFI’s global programmes grow.

We are seeking an individual with a proactive, organised approach to work to provide administrative support for high value and complex proposals, potentially for all regions and cross-cutting programmes, providing great exposure to international conservation approaches.

You will have excellent interpersonal skills and be comfortable working with teams across FFI on different projects. You will also have excellent writing skills and will use these to develop a wide range of internal and external communications related to statutory funding.

Reporting to the Head of Statutory Funding, you’ll help the whole team function effectively by maintaining core work planners, tracking tools, and internal communications, and providing wider administrative support for the team as requested.

You will be a strong team player and enjoy working in a deadline-driven 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 and work with minimal supervision. Fluency in written and spoken English is essential. Skills in languages relevant to FFI’s programme are highly desirable. Sensitivity to the different working environments and capacities of colleagues around the world is also essential.

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

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<th><strong>Start Date:</strong></th>
<th>As soon as possible</th>
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<tr>
<td><strong>Duration of Contract:</strong></td>
<td>Permanent</td>
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<td><strong>Probation Period:</strong></td>
<td>Six months</td>
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<td><strong>Salary:</strong></td>
<td>£20,000 - £22,000 per annum</td>
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| **Location:** | Fauna & Flora International, Cambridge  
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 to Friday inclusive. |
Job Description

Job Title: Programme Development Assistant, Statutory Funding, Cross-cutting Programmes

Reporting to: Head of Statutory Funding, Cross-cutting Programmes

Key Relationships: Statutory Fundraising Team
Statutory Funding consultant (US)
Trusts & Foundations and Philanthropy teams
Programme Managers, Regional teams
Programme Managers, Cross-cutting teams
Finance Business Partners

Purpose:
The Programme Development Assistant will work across the statutory funding team to support FFI in establishing productive relationships with priority statutory donors, and in producing excellent quality proposals and reports that demonstrate FFI expertise and full donor compliance. They will assist in delivering excellent quality proposals, reports, donor communications and internal projects and support the smooth functioning of the statutory funding team.

Proposals, reports and communications
• Schedule and document meetings, compile and organise information to support proposal development
• Draft, proof-read, edit and upload funding proposals and reports, to enable timely communications with donors
• Maintain up-to-date core information about FFI and contribute this to donor-facing documents and share through FFI internal communication tools
• Support colleagues to follow internal processes, particularly project cycle and proposal approval processes, to ensure documents have the right level of internal accountability
• Draft and edit other internal and donor-facing documents and communications as required

Data and knowledge sharing
• Provide administrative support to FFI’s statutory funding team, including scheduling and minuting meetings and ensuring core folders and documents are maintained
• Maintain the statutory funding pages on FFI’s intranet (OurFFI) to ensure good practice examples of statutory proposals and supporting documents are available to all staff
• Maintain up-to-date information on the statutory pipeline, portfolio and reporting schedules to enable team coordination
• Organise and document information on donors, funding opportunities, and meetings to support excellent donor stewardship
• Input to statutory funding and FFI-wide reports and processes, such as quarterly pipeline updates and annual reports.
• Conduct regular checks for new statutory funding opportunities relevant to FFI, and research opportunities in more detail as required, to help generate new statutory prospects
### Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td>• Excellent interpersonal skills and customer service approach</td>
<td>• Skills in languages relevant to FFI’s programme portfolio, in particular Spanish, French, Bahasa Indonesia</td>
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<td>• Excellent written and oral communication skills (English)</td>
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<td>• Strong organisational skills, with structured and methodical approach to work</td>
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<td>• Excellent numerical and data management skills, including strong Excel skills</td>
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<td>• Meticulous attention to detail</td>
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<td>• Ability to monitor and manage own workload</td>
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<td><strong>Knowledge and experience</strong></td>
<td>• Experience of working in a busy, externally-facing team</td>
<td>• Experience of working with restricted funding (grants or contracts)</td>
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<td>• Good prioritisation skills, with ability to balance competing demands</td>
<td>• Experience of working in an international organisation</td>
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<td>• Experience of producing written communications for internal and external audiences</td>
<td>• Knowledge of environmental conservation or a related field</td>
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<td>• Demonstrated ability to meet internal and external deadlines and follow processes involving numerous internal stakeholders</td>
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<td><strong>Behavioural qualities</strong></td>
<td>• Self-starter, with ability to work well under own initiative and manage tasks with autonomy</td>
<td>• Ability to work in a multicultural context</td>
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<td>• Team player, demonstrating ability to seek out and harness the views and contributions of others</td>
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<td>• Shows initiative and a positive approach to dealing with challenges and problems</td>
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<td>• Ability to build positive personal and organisational relationships</td>
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<td>• Politically astute and diplomatic</td>
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<td>• Ability to work in a multicultural context</td>
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<td><strong>Other</strong></td>
<td>• Commitment to FFI’s mission and vision</td>
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<td>• Commitment to FFI’s values</td>
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<td>• Pre-existing right to work in the UK</td>
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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 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 should consist of the following:
• Covering letter confirming your interest and explaining how your experience and skills relate to the role
• Full CV
• Contact details for two referees (who will not be contacted without your permission)

Applications should be submitted to amy.duthie@fauna-flora.org

Please mark your application ‘Programme Development Assistant, Statutory Funding’ and indicate where you saw this position advertised.

The closing date for applications is Sunday, 7 August 2022. Interviews are likely to be held remotely during the week commencing Monday, 15 August 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, 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