Project Manager, Scotland (Parental Leave Cover)

“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 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.

FFI’s Conservation Science & Design Programme

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), the Global Trees Campaign 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.

FFI’s Scotland Project

Since 2014 FFI has been championing and supporting a growing number of communities across Scotland to engage in local conservation and restoration efforts, focused initially in coastal areas. FFI actively brokers relationships between Community-based Organisations (CBOs) via direct information and experience sharing, collaborative multi-partner initiatives, and shared events and exchanges. This has demonstrably helped these communities realise their ambitions to deliver positive changes for the marine environment and resulted in a dynamic network of engaged and vocal community groups working together to campaign for policy changes and bringing about tangible biodiversity benefits: The Coastal Communities Network (CCN).

FFI is now moving into a new phase of work in Scotland that will engage a much wider group of communities, beyond the 23 CBOs currently supported through CCN, and diversify beyond our current marine and coastal focus.
The Opportunity

FFI is seeking an experienced Project Manager to fulfil a key role within FFI's team in Scotland, for a period of up to one year, during a period of parental leave for the current post-holder. The Project Manager, Scotland (Parental Leave Cover) will work closely with colleagues in Scotland, and across FFI, to provide project management support to FFI’s Scotland Community Support Project, and take direct responsibility for FFI’s work with the Coastal Communities Network (CCN).

The post holder will take responsibility for effective grant management, co-ordination of activities, reporting, budget management, fundraising and monitoring and evaluation. They will take overall responsibility for FFI’s work to support the Coastal Communities Network, ensuring the smooth operation of this programme of work and supporting the gradual independence of the Network. They will line manage the Coastal Communities Network Coordinator and any short-term internships, and will maintain and develop specified relationships with project partners and donors. The post holder will manage FFI’s Scotland Community Support Fund, ensuring the effective deployment of resources, and the application of agreed processes and procedures, and take responsibility for project monitoring & evaluation (M&E).

You will have excellent organisational skills, strong communication skills and experience of project management, budget management and fundraising. You will have good knowledge of the Scottish marine environment and current biodiversity & conservation issues and some knowledge of community-based conservation and/or networks.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation, and alongside a vibrant and dynamic community network at an exciting stage of its development. In addition, FFI offers a generous pension contribution, attractive annual leave allowance and life insurance.

This position is based at FFI’s Central Edinburgh office space, with partial remote working, to be agreed between the post-holder and line-manager. Some UK-wide travel may be required.

Terms and Conditions

Start Date: 3 October 2022

Duration of Contract: This is a temporary position to provide parental leave cover and will terminate on or before 15 October 2023 on the return of the Project Manager, Marine, Scotland from parental leave.

Probation Period: Three months

Salary: Circa £32,000 per annum

Location: FFI’s office space in central Edinburgh, 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. Part time hours will be considered, with a minimum of 30 hours per week.

Job Description

Job Title: Project Manager, Scotland

Reporting to: Technical Specialist, Community Support, Scotland

Responsible for: Coastal Communities Network Coordinator

Key Relationships: Director, Conservation Science & Design
Finance Business Partner, Cross-cutting Programmes
Conservation, Science & Design Team
Conservation, Capacity & Leadership Team

Overall Objective:
To provide project management for the Scotland Community Support Project in line with FFI best practice and donor requirements, taking responsibility for effective grant management, coordination of activities, reporting, budget management, and monitoring and evaluation. The post holder will take overall responsibility for FFI’s work to support the Coastal Communities Network, ensuring the smooth operation of this programme of work and supporting the gradual independence of the Network. The Project Manager will line manage the Coastal Communities Network Coordinator and any short-term internships, and will maintain and develop specified relationships with project partners and donors.

Specific Duties:

Implementation
• Provide project management support to FFI’s Scotland Community Support Project, and take direct responsibility for FFI’s work with the Coastal Communities Network (CCN), ensuring activities and outputs are delivered and reported in a timely fashion in line with donor commitments and internal processes.
• Work with the Technical Specialist, Community Support to develop and agree aligned workplans to ensure delivery of all key donor commitments, and to develop new areas of work in line with the wider FFI Scotland strategic programme.
• Manage project funds against workplans and donor requirements, leading on internal and donor budgeting, tracking expenditure against internal and donor budgets, producing financial reports and ensuring compliance with FFI’s financial management policies and procedures.
• Work with the FFI Governance team to ensure FFI’s appropriate registration in Scotland and help compile annual OSCR returns
• Take responsibility for the operation and upkeep of the FFI office space, ensuring health and safety requirements and policies are met, and ensure legal requirements and advice that may be specifically relevant to a devolved Scottish context is respected.
• Identify and track risks (delivery, social, health & safety, reputational, financial) associated with our operations in Scotland, and ensure compliance with all FFI policies across our Scottish operation.
• Take responsibility for the co-ordination of production of narrative and financial donor reports, as required by each donor and in line agreed donor deadlines, seeking input from other team members as required.
• Manage the Community Support Fund, ensuring the effective deployment of resources in line with the fund’s objectives and the application of agreed processes and procedures according to the fund guidelines, in line with donor agreements.
• Working with the Technical Specialist, Community Support take responsibility for the rigorous implementation of the agreed monitoring & evaluation (M&E) plan, ensuring all team members are submitting information and evidence, leading the timely analysis and reporting of results, and reviewing and adapting the M&E framework as needed.
• Provide line management to the CCN Coordinator in line with FFI good practice through objective setting, continuous performance management, annual appraisal, training provision and personal development planning.
• Enable the CCN Coordinator to develop direct relationships with CCN members, and work with them to help built strong and trusted relationships, offering support and advice as needed.
• Provide guidance and practical support to the CCN Coordinator, to deliver the biannual Coastal Communities Workshop
• Work with the CCN Coordinator to maintain and develop the operations of CCN, including identifying and engaging new members (with the support of the Technical Specialist, Community Support) and using tried and novel ways to enable participation, to share experiences and to work collaboratively on shared issues and agendas.
• Maintain a strong oversight of the range of relationships held across the FFI Scotland teams, ensuring co-ordination and information sharing across the team where multiple interactions occur, and maintaining direct relationships where appropriate.
• Lead on key specified external (and where appropriate community) relationships, with the agreement and support of the Technical Specialist, Community Support.

Development
• Support the ongoing strategic development of FFI’s work in support of community-led conservation in Scotland, working closely with the Technical Specialist, Community Support.
• Working with the Technical Specialist, Community Support provide a range of support to fundraising efforts for the operation and evolution of the programme of work in Scotland, working with the fundraising team to identify and secure new sources of funding,
• Develop and manage the relationship with specified donors, as agreed with the Technical Specialist, Community Support.
• Work with the CCN Co-ordinator and the Technical Specialist, Community Support to develop an ongoing plan for the future development of the CCN, including effective discussion of future structures, operating models and fundraising, as it moves towards increasing independence from FFI.
• Support the CCN Co-ordinator to identify future funding avenues for the CCN, and where appropriate collaborate on, or lead the development of funding bids.

Learning
• In agreement with the Technical Specialist, Community Support represent FFI in specified external projects (such as the Community-led Monitoring Project and the OurSeas coalition), being mindful of strategic use FFI’s time and resources.
• Represent FFI’s work with coastal communities and with the CCN specifically, internally and externally, via participation in appropriate forums, presentation and the production of written articles.
• Provide technical input and support to CCN activities through ongoing engagement in the CCN Advisory Group.

Other
• Represent the Conservation Science and Design Programme as required within Scotland and the UK.
• Line manage any short-term intern placements within the FFI Scotland team, in line with FFI’s policies and procedures
• Undertake 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.

Person Specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>• Excellent project management skills</td>
<td>• Group or meeting facilitation skills</td>
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<td>• Excellent written communication skills, including proposal and report writing</td>
<td>• Project or grant proposal reviewing</td>
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<td>• Excellent budget, grant and financial management skills</td>
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<td></td>
<td>• Proven ability to develop and maintain effective working relationships with a diverse range of people and organisations, such as governments, NGOs, community groups and businesses</td>
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<td>• Excellent diplomatic and interpersonal skills</td>
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- Structured and methodical approach to work
- Ability to plan, organise and prioritise workload to meet deadlines
- Fluency in English

### Knowledge and experience

- Relevant degree or equivalent qualification or experience
- Experience in project management including development, implementation, monitoring and evaluation
- Proven experience of building and managing a project budget
- Proven experience of successfully raising donor funds from a range of sources and maintaining donor relationships
- Grant management experience
- Proven experience in building and managing relationships with a wide range of individuals and organisations in a range of contexts, e.g. governments, local, national and international NGOs, community groups and businesses
- Experience of liaising remotely with a range of partners and stakeholders
- Good demonstrable knowledge of the Scottish marine environment and current biodiversity & conservation issues
- Good knowledge of the community sector and/or of community-based conservation projects or groups

### Behavioural qualities

- Excellent team player, able to seek out and harness the views and contributions of others
- Self-motivated and output driven, committed to producing high quality work
- Flexible and adaptable in uncertain and changeable work situations
- Capable of dealing with challenges in a constructive manner
- Able to build and maintain positive personal and organisational relationships

- Knowledge of community-based networks
- Experience of delivering events, both virtual and in-person
- Experience of working with steering groups, boards, committees or similar
- Experience with organisational governance processes
- An understanding of MEL principles, including Theory of Change approaches to project design and monitoring and evaluation
- Experience with participatory design processes
- Staff management experience
- Experience with grant-making and/or project reviewing
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<th><strong>relationships</strong></th>
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<td>• Able to work flexibly and effectively with a wide range of geographically dispersed colleagues</td>
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<td>• An interest in community-based conservation</td>
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<td>• Desire to champion the rights of communities in marine conservation</td>
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<th><strong>Other</strong></th>
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<tr>
<td>• Interest in and empathy with FFI’s mission and values</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 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 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 rebecca.plant@fauna-flora.org.

Please mark your application ‘[Your name] Project Manager, Scotland (Parental Leave Cover)’ and indicate where you saw this position advertised.

The closing date for applications is Sunday, 24 July 2022. Interviews are likely to be held during the week commencing Monday, 8 August. Candidates selected for interview will be contacted by email or telephone after the closing date.
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.