



Brian McKay

Programme Development Manager, Americas & Caribbean

“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 with and alongside local partnerships, act as a catalyst for change, and 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.

Americas Programme

The FFI Americas & Caribbean Programme works to deliver FFI's mission in the wider Caribbean and Latin America. With a regional base in Cambridge, the programme has staff in Nicaragua, Antigua and Saint Lucia, and additional projects with partners in Ecuador, Belize, Honduras, and a growing number of Caribbean islands, including Saint Lucia, Antigua & Barbuda, Anguilla, Barbados, Dominica and St Vincent and the Grenadines.

The Americas & Caribbean Programme seeks to bring FFI expertise, innovative approaches and resources to bear on landscape, site and species conservation and the associated challenges of sustainable development, especially for those local people and stakeholders who depend on the natural ecosystem for their livelihoods. We work both at site level and on national policies. In every location we cooperate with partner NGOs, local and national government, communities, industries and other stakeholders and seek to respond to their conservation priorities and build local capacity. Target habitats and species include coastal and marine habitats in the eastern tropical Pacific and Caribbean, dry forest, and endangered island endemics of the Caribbean. We also work on charismatic flagship species, notably sea turtles, for which we have an extensive programme, which is centred on Nicaragua but cooperates regionally.

The Opportunity

FFI Americas & Caribbean Programme is seeking qualified candidates to support the Director of Operations and Americas & Caribbean team in the development of and fundraising for the Americas & Caribbean programme and, when required, to manage a portfolio of start-up projects within the region.

You will be experienced in developing conservation projects and securing associated funding from a range of sources, including statutory and private funders. You will have proven technical skills in conservation, including in marine and/or terrestrial fields.

You will be a team player and enjoy working in a dynamic team environment where strategic approaches and conceptual thinking are being brought to deliver project concepts. A degree or equivalent level qualification in a relevant discipline or equivalent level experience are expected.

In return, the role offers the opportunity to work within a groundbreaking and entrepreneurial organisation, at the forefront of global conservation. In addition, you will receive 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:	Permanent
Probation Period:	Six months
Salary Range:	Circa £33,000
Location:	Fauna & Flora International, Cambridge, with international travel as required. 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 31 December 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 Development Manager, Americas & Caribbean
Reporting to:	Director of Operations, Americas & Caribbean
Working with:	Internally, the Programme Development Manager will work closely with Americas & Caribbean regional programme colleagues, central fundraising teams (Statutory, Individual and Trusts and Foundations) and with FFI crosscutting teams based in the UK. Key external relationships are with national counterparts and other stakeholders.
Purpose:	<ul style="list-style-type: none">To support the Director of Operations and the Americas and Caribbean team in the delivery of the Americas & Caribbean Programme and, in particular, development and fundraising

for new and existing programme activities.

- To provide support to donor reporting with special emphasis on written reports.
- Where required, to manage and provide technical support to agreed projects.

Specific Duties:

Programme / project development and fundraising

- In close consultation with the Director of Operations, contribute to the operational development of the regional programme and its activities by leading on the development of agreed project concepts and proposals for the Americas & Caribbean region, working closely with Subregional manager Caribbean, Senior Programme Manager Central America, Programme and Country managers.
- Provide direct support to Programme and Country Managers in project design including facilitating Theories of Change planning and production of log-frames and monitoring evaluation frameworks.
- Secure funding for ongoing and new conservation interventions through multi-lateral, bi-lateral, and private sector grant agreements.
- Cultivate and develop donor relationships in line with the priority projects and themes agreed with the Director of Operations.
- Identify opportunities for the design and financing of new programmes and projects.
- Provide support to ensure that proposals, reports and other project outputs produced by programme staff and partner organisations are of a high standard and reflect FFI's philosophy, leading on these outputs where appropriate.
- Establish and maintain a network of partners, donors, collaborating organisations.

Project Management

- As requested, directly manage and provide technical support to agreed projects, take responsibility for financial monitoring and operational management of projects on a day-to-day basis, and ensure FFI internal reporting procedures are met.
- Work with the Director of Operations to agree targets and work plans for projects to be managed, take into account FFI's existing approaches to project implementation, and ensure appropriate monitoring and review processes are in place.
- Oversee work of, and maintain regular communications and liaison with, project staff, consultants and partners involved within these projects, whilst ensuring communication is effectively maintained with the Director of Operations.
- Work with the Director of Operations to undertake the development of budgets for the projects to be managed in line with agreed work plans and take responsibility for developing follow-up and parallel projects and securing funding for these projects.
- Put in place appropriate structures for effective project monitoring and evaluation in consultation with the Director of Operations, enabling project activities to be assessed and adapted in relation to budgets.
- Maintain an effective record of contacts and project activities and take responsibility for ensuring delivery of reports to donors and clients within agreed internal and external deadlines, in consultation with the Director of Operations.

General

- Work as an active member of the Americas & Caribbean and in-country project teams and attend Americas & Caribbean team and project team meetings.
- As required, conduct site visits and meetings, and work collaboratively to resolve any problems.
- Ensure that field operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity.
- Maintain an effective record of contacts and project activities.
- Assist in promoting the Americas & Caribbean Programme's activities both internally and externally, liaising with and providing written material to the Communications Department on project issues.
- Provide input, where appropriate, to other technical work undertaken by the Americas & Caribbean programme or cross-cutting themes undertaken by the FFI Conservation Partnerships team and other FFI Programmes. This may involve work such as capacity building, workshop facilitation and conservation / social assessments.
- Provide technical reviews for both internal and external grant funds on a range of biodiversity conservation issues including but not limited to the marine environment.
- With agreement of the Director of Operations, perform any other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FFI and its Programmes.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Excellent project management skills with experience in project development and implementation, financial management, reporting and evaluation• Proven technical skills relating to marine and / or terrestrial conservation• Excellent writing skills including technical proposal and report writing skills• Proven fundraising skills• Proven ability to develop and maintain effective relationships with funders and stakeholders, including partner organisations, governments, national and local NGOs, community groups and businesses• Ability to learn quickly and apply new skills• Excellent communication and presentation skills (written and	<ul style="list-style-type: none">• Proficiency in written and spoken Spanish

	<p>verbal), to both technical and non-technical audiences</p> <ul style="list-style-type: none"> • Ability to assess and prioritise tasks effectively to accomplish projects to deadlines • Fluency in written and spoken English 	
Knowledge and experience	<ul style="list-style-type: none"> • A relevant degree or equivalent level qualification in a conservation related subject or equivalent level experience • Proven track record in project development and implementation within the conservation field • Proven ability to secure funding from multi-lateral and bi-lateral agencies and the private sector • A good technical background and understanding of a range of conservation issues • Experience working at a strategic level within a small and regionally dispersed team 	<ul style="list-style-type: none"> • Experience working with local partners, government agencies and communities in varied cultural contexts • Knowledge of ecosystems conservation approaches
Behavioural qualities	<ul style="list-style-type: none"> • Ability to deal with challenges in a pragmatic way • Builds positive personal and organisational relationships • Considerate team player • Shows cultural awareness and sensitivity • Commitment to organisational and legal compliance and to responsible management of donor funds 	
Other	<ul style="list-style-type: none"> • Commitment to FFI's mission and values. • Ability to travel within the Americas & Caribbean region 	

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 are applying for the position and relating your experience and skills to the role, a full CV, and contact details for two referees (who will not be approached without your permission) should be submitted via email to

Nayeli.araiza@fauna-flora.org

Please mark your application '**Programme Development Manager, Americas & Caribbean**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **28 August 2022**

Interviews will be held during the week commencing 5 September 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, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity