Conservation Leadership Programme (CLP) Internship, FFI

“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.

Conservation Leadership Programme (CLP)

FFI is a partner in the Conservation Leadership Programme (CLP), a hugely successful and longstanding programme that awards project funding and provides targeted capacity building (training, internships, mentoring and an active alumni network) to future conservation leaders mainly working in developing countries.

The mission of CLP is to support the next generation of leaders to better understand and conserve the natural world by building their professional skills and providing them with opportunities to advance in their careers.

Since 1985, CLP has been providing vital career stepping stones to an extensive network of over 2,800 conservation practitioners who have delivered outstanding results, contributed to the advance of scientific knowledge and delivered practical actions to overcome threats to species and habitats. CLP alumni have discovered new species, started their own non-governmental organisations and used their results to designate important conservation sites. Their ongoing initiatives are also helping to monitor the state and health of the planet.

The Opportunity

FFI is offering a paid internship for a three-month period from September 2022.

CLP is looking for a passionate and proactive individual with a proven interest in pursuing a career in the conservation sector. The successful applicant will also have:

- An interest in capacity-building for conservation,
- Some experience of organising in-person events and collating databases.

This is an exciting opportunity to join a vibrant team and a unique partnership in the conservation sector. You will have the opportunity to interact with a diverse group of early-career conservation professionals and develop your understanding of the varied capacity needs of conservationists working across the globe. By the end of this placement, you will have gained experience in planning training courses and evaluating their impact, making this the ideal starting point for someone looking to pursue a career in Capacity Development or Conservation Management. You will also develop insight into the everyday processes associated with working for a large, international organisation working on the forefront of cutting-edge biodiversity conservation.
Please note that this internship has been designed to create a professional development opportunity for people who are new to the conservation sector. Therefore, applicants should have less than two years paid or unpaid experience in the conservation sector (not including education).

Terms and Conditions

Start Date: As soon as possible
Duration of Contract: Three months
Probation Period: Four weeks
Salary: £18,525 per annum pro rata
Location: Fauna & Flora International, Cambridge, 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
Group Life insurance, currently set at a benefit of 4 x basic salary
Hours of Work: This is a part-time position working 30 hours per week. Full time working hours are 37.5 hours per week, Monday to Friday inclusive.

Job Description

Job Title: Conservation Leadership Programme Intern
Reporting to: Programme Officer, CLP
Key Relationships: Programme Officer, CLP, FFI
Programme Officer, CLP, BirdLife International (BL)
Programme Officer, CLP, Wildlife Conservation Society (WCS)
Communications Executive, CLP, FFI
Programme Manager, Professional Development, FFI
Director, Conservation Capacity and Leadership, FFI

Purpose:
In 2022, CLP will be running 2 in-person training courses for early-career future conservation leaders in developing countries, as in-person elements of these courses were postponed in 2020 and 2021 due to COVID-19. Through this internship, you will be supporting the CLP management team with planning, coordinating and evaluating these training courses. This will enable you to develop skills in: 1. Programme Management, 2. Event Organisation and 3. Training Course
Evaluation. You will also have the opportunity to work with the Professional Development team at FFI to evaluate the effectiveness of online courses.

You will be directly supervised by the Programme Officer, FFI, in-person and remotely with additional supervision provided by the Programme Officer, BL, and the Programme Officer, WCS, from the CLP Management team. As coordinators of the upcoming training courses. They will provide you with a detailed overview of CLP as a programme, previous trainings, information on the training participants and previously used evaluation methods. You will also be supervised by the Programme Manager for Professional Development over a two-week period when completing objective 3 (listed below).

Through direct mentorship with members of the CLP team, you will be trained in a range of skills that will be valuable for a future career in the conservation sector, including skills in data management, monitoring and evaluation and project management.

**Specific Duties:**

1. **Support the development of pre- and post-course training and evaluation materials:**
   a. Draft training information packets on content and logistics,
   b. Collate participant information in biographic documents,
   c. Coordinate with CLP management team and trainers to draft updated pre- (and post-) course assessments for participants,
   d. Support with the development of communications relating to the training courses.

2. **Organising participant travel logistics:**
   a. Assist participants in completing necessary Visa requirements,
   b. Support CLP team in coordinating necessary flight bookings with participants,
   c. Research required vaccines for participants,
   d. Research and assist in booking in-country travel and a staging hotel if required for participants,
   e. Support CLP staff in tracking participants’ travel logistics (flights, visas, vaccines, etc.)

3. **Evaluate a course from FFI's professional development programme:**
   a. Develop indicators for the course at all four levels according to the Kirkpatrick model of evaluation,
   b. Collect data against those indicators by liaising with the appropriate team in FFI,
   c. Report on their findings within FFI.
### Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Skills</strong></td>
<td>• Excellent interpersonal and communication skills (written and verbal), including ability to liaise across teams and cultures&lt;br&gt;• Ability to plan, organise and prioritise workload&lt;br&gt;• Fluent written and spoken English</td>
<td>• Proficiency in other languages (French/Spanish)</td>
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<td><strong>Knowledge and experience</strong></td>
<td>• Keen interest in event organisation&lt;br&gt;• Skills in database management&lt;br&gt;• Use of MS Office Software Suite</td>
<td>• Relevant experience in organising in-person events and managing associated data&lt;br&gt;• Experience of coordinating training courses&lt;br&gt;• Keen interest in and knowledge of biodiversity conservation</td>
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<td><strong>Behavioural qualities</strong></td>
<td>• Open to learning and able to pick up new skills quickly&lt;br&gt;• Builds positive working relationships&lt;br&gt;• Team player, also able to work independently and use own initiative&lt;br&gt;• Flexible to respond to demands of operating across different cultures and time-zones, while operating within normal UK working hours.&lt;br&gt;• Commitment to FFI’s values&lt;br&gt;• Interest and empathy with FFI’s mission</td>
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<td><strong>Other</strong></td>
<td>• Less than two years’ paid or unpaid experience in the conservation sector (not including education)&lt;br&gt;• Entitlement to work in the UK&lt;br&gt;• Interest and empathy with the mission and values of FFI&lt;br&gt;• Available for the full three-month internship</td>
<td>• Capacity to meet with the team in person (only if needed and possible)</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 refer to the role
- Full CV
- Contact details for two referees (who will not be contacted without your permission)

Applications should be sent to henry.rees@fauna-flora.org

Please mark your application “[YOUR NAME] - Conservation Leadership Programme (CLP) Internship’ and indicate where you saw this position advertised.

The closing date for applications is Sunday, 4 September 2022. Interviews are likely to be held during the week commencing 5 September 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 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