



Governance & Operations Assistant

“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 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 Operations Team

The Governance & Operations Assistant is a new role within FFI as part of an expanding 30-person Operations Team led by the Chief Operating Officer (COO). The COO is responsible for the operational and administrative functions of the organisation which comprise Finance, HR, Legal, Governance & Risk Management, Health, Safety & Security, ICT and Facilities.

The Opportunity

The Governance & Operations Assistant will provide effective and responsive assistance to the Governance & Risk Manager, other selected members of the Operations Team and to the COO. In doing so you will play an important role in supporting FFI and our Board of Trustees (or "Council") to meet its governance and statutory obligations, as well as enabling your Operations Team colleagues to fulfil their varying responsibilities and to provide expertise and support to the wider organisation.

You will be an experienced administrator with meticulous attention to detail and a diligent and methodical approach to your work. Enthusiastic and adaptable, you are likely to have gained your experience in a similar, relevant setting, one where you may already have developed a level of knowledge and understanding of governance processes and the handling of confidential information and personal data, which you are now eager to build upon.

You will possess excellent organisational and time management skills, together with interpersonal and communication skills which will enable you to build positive, productive working relationships with colleagues, not just in the UK but across our 20 plus countries of operation. Calm under pressure, able to work both independently and as part of a team, you will enjoy a dynamic and fast-paced environment, where the ability to manage a variety of concurrent tasks is paramount. Excellent IT skills and a desire to learn new systems, such as FFI's Microsoft SharePoint based intranet (ourFFI) and FFI's customised online finance and project management system are also essential.

In return, this role offers an exciting opportunity to develop and build on your existing administrative experience, supported by and learning from colleagues in a friendly, collaborative, not for profit setting; gaining knowledge of charitable governance and compliance structures while working for a ground-breaking and growing organisation at the forefront of global conservation. In addition, you will benefit from a generous pension contribution, attractive annual leave allowance, life insurance and salary exchange schemes.

Our offices are located 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. Please note that whilst FFI is adopting hybrid working practices involving partial remote working within the UK where appropriate, it is envisaged that due to the nature of this role, it will be mostly be based in the Cambridge office.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary:	£20,000 - £22,000 per annum
Location:	Fauna & Flora International, Cambridge
Benefits:	<p>25 working days' annual holiday entitlement pro rata 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</p> <p>For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment.</p> <p>Group Life insurance, currently set at a benefit of 4 x basic salary</p>
Hours of Work:	This is a full-time position working 37.5 hours per week Monday to Friday inclusive.

Job Description

Job Title:	Governance & Operations Assistant
Reports to:	Governance & Risk Manager
Key working relationships:	Office Manager International Health, Safety & Security Manager Legal Team Chief Operating Officer Executive Assistants

Purpose:

- To support FFI to fulfil its governance and statutory obligations by providing effective and responsive assistance to the Governance & Risk Manager and Operations Team colleagues

Main Duties:

Governance & Trustee Support

- Maintain the ourFFI Governance site, ensuring organisational access to current information and documentation
- Maintain the trustee area of ourFFI, ensuring Council members have access to meeting papers, current information and documentation
- Assist the Governance & Risk Manager with the preparation of papers for Council & Sub-committee meetings
- Provide logistical support for FFI governance meetings held at the David Attenborough Building
- Maintain up-to-date biographies of trustees and compile information on new candidates being considered for Council
- Assist with the process of bringing on board new trustees and providing them with induction materials
- Consult with trustees and staff to keep their lists of outside interests up-to-date
- Maintain governance and archive filing systems, both intranet and paper based

Financial and Administrative Support

- Raise purchase orders and handle invoices for Governance & Legal Team expenditure and on behalf of the International Health, Safety & Security (IHSS) Manager
- Process the Governance & Risk Manager & IHSS Manager's credit card statements
- Make travel arrangements on behalf of the IHSS Manager and reconcile their expense claims
- Assist the IHSS Manager with maintaining and updating the ourFFI HSS site
- Assist with maintaining FFI's institutional memberships by processing annual fee invoices
- Assist with compiling information from trustees and the Senior Management Team (SMT) for the annual financial audit
- Assist with meeting donor due diligence requirements by providing institutional documents and information
- Make arrangements for Governance & Legal inductions for new FFI employees in the UK
- Act as the internal point of contact for the COO's office and provide administrative support to the COO (in coordination with the EA to the SMT)

Legal and Insurance Support

- Manage the process of notarisation and legalisation of company documents for use overseas
- Compile personal information and documentation from trustees and SMT for compliance requirements
- Provide administrative assistance to your Legal Team colleagues as required
- Support the maintenance of FFI's global insurance programme, including compiling annual travel data for policy renewal purposes and processing travel and IT insurance claims
- Maintain a basic understanding of FFI's business travel insurance policy, responding to employee enquiries and directing them to information on our cover where appropriate

Office Management Support

- Cover in the absence of the Office Manager by fulfilling the necessary functions of that role, including:

- Providing FFI's internal reception function by greeting and directing visitors, handling calls to the main office phone number and managing the organisation's general email account
- Processing and distributing incoming post, managing dispatch of outgoing post and arranging couriers
- Liaising with CCI Services in relation to Facilities requirements, offices supplies etc. as necessary

Other

- With the agreement of your Line Manager, perform any other tasks that may be requested of you from time to time, appropriate to your skills and experience and relevant to the scope of the role

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ● Accuracy and meticulous attention to detail ● Methodical and diligent approach to work ● Excellent organisational and time management skills ● Excellent interpersonal and communications skills ● Skilled user of Microsoft Office suite ● Fluency in written and spoken English 	<ul style="list-style-type: none"> ● Use of Microsoft SharePoint
Knowledge and experience	<ul style="list-style-type: none"> ● Relevant administrative experience, preferably in a charity, commercial, or legal setting ● Some experience of dealing with personal information in accordance with data protection principles 	<ul style="list-style-type: none"> ● Experience in a non-profit international organisation
Behavioural qualities	<ul style="list-style-type: none"> ● Demonstrates FFI's values ● Responsive, with customer service focus ● Excellent team player ● Ability to build positive personal and organisational relationships ● Committed, enthusiastic and flexible approach to work ● Ability to remain calm under pressure and manage competing demands ● Self-motivated, with pro-active and pre-emptive approach to work ● Ability to work autonomously with minimal supervision ● Discretion and ability to handle confidential and sensitive information ● Eager to learn new systems and acquire new knowledge/ skills 	<ul style="list-style-type: none"> ● Interest in and empathy with FFI's mission and vision
Other	<ul style="list-style-type: none"> ● Pre-existing right to work in the UK 	

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 refer to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission),

Applications should be submitted electronically to alison.mortlock@fauna-flora.org

Please mark your application '**Governance & Operations Assistant**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Sunday, 9 October 2022**. Candidates selected for interview will be contacted by email.

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