



Programme Officer, Agriculture

“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) aims to save threatened species and ecosystems worldwide, and to do so by working with partners to deliver local solutions that are scientifically robust and enhance human well-being. FFI acts with integrity, is collaborative, committed, supportive & respectful and we get things done. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Social Equity, Agriculture & Enterprise Programme

FFI aims to deliver conservation that works with and in support of local actors (rightsholders and other stakeholders), including those people living closest to, and most affected by, biodiversity and its conservation. We promote conservation being co-designed and led by local communities and entities, and aim to create the necessary tenure, governance, structural and economic conditions for this to proceed. We are committed to respecting human rights and promoting socially just approaches to conservation, which includes ensuring that any opportunity costs to local people from conservation activities are taken into account in project design, mitigated or balanced by suitable mechanisms, in line with the mitigation hierarchy.

The FFI Social Equity, Agriculture & Enterprise (SAGE) Programme team works with our in-country teams, cross-cutting teams and partners to enable them to engage effectively with indigenous peoples, local communities and other actors (including market-based actors) and support them to effectively co-design appropriate solutions. The SAGE programme supports projects to enable biodiversity-friendly sustainable livelihoods, pro-conservation behaviours and meet local economic priorities through the provision of well-targeted sustainable agriculture, market systems development, nature-positive enterprise and sustainable finance mechanisms adapted to a well-informed understanding of local contexts and needs. It also ensures that FFI's projects and partners have a full understanding of their current and potential impacts on human rights and wellbeing and that they develop mechanisms to mitigate these.

The Agriculture portfolio of the SAGE Programme supports site-based projects in Africa, Asia Pacific, Americas & Caribbean, and Eurasia, with the design and delivery of agriculture related work, aiming to deliver sustainable impact for both people and biodiversity, through strengthening local agriculture systems. The team uses agroecological approaches rooted in science, which are adapted to the local social and environmental context, for long-term benefits to FFI conservation projects and the communities living closest to them. The SAGE Programme also seeks to influence the policy environment and corporate strategies that govern the impact of agriculture on FFI conservation projects.

The Opportunity

FFI is seeking qualified candidates for the position of Programme Officer, Agriculture, to coordinate the delivery of agricultural support within FFI's conservation projects around the world.

You will be a sustainable agriculture specialist with project coordination experience, providing agricultural advisory support to FFI's portfolio of conservation projects around the world. This role

works closely with the Programme Manager, Agriculture and other SAGE and cross-cutting team colleagues, as well as FFI's regional teams and partner organisations. You will contribute to the design, development and delivery of agricultural activities in high-priority countries by via proposal input, methodology design, data collection and analysis, and the communication of results to donors, stakeholders and the public through written work. You will have a university degree or equivalent level qualification with relevant technical expertise, including field-based agricultural development, and proven ability in project management and administration, including financial aspects.

You will have the personal qualities and skills necessary to collaborate effectively with government agencies, non-governmental organisations and a variety of other partners and stakeholders, as well as strong verbal and written communication skills. You will be highly organised and self-reliant yet a good team player, responsive to the needs of colleagues and partners. Excellent writing skills are essential, including experience of writing donor reports. International travel will be required. Fluency in written and spoken English is essential, and fluency in French is highly desirable.

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

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary:	circa £27,000 per annum
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 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 Officer, Agriculture (SAGE)

Reporting to: Programme Manager, Agriculture (SAGE)

Key Relationships: Director, SAGE
Programme Managers (Cross-cutting and Regional)
Agriculture Specialists (Regional)
Cross-cutting Programme team specialists
Fundraising team
Finance Business Partner, Cross-cutting Programmes

Purpose

This role will support and help to coordinate the delivery of FFI's agriculture-focused conservation work through provision of project planning and technical design support to field projects, including effective communications (internal and external) of project milestones and results. The post holder will also provide a level of administrative support to the SAGE programme, and will contribute to fundraising and proposal development.

Specific Duties:

Contributing to the FFI Global Programme

- Coordinate and support technical implementation of agriculture components within FFI projects as needed, in close collaboration with project managers, technical specialists, other project staff, partners, and other stakeholders
- Maintain external expert networks to ensure FFI is aware of agriculture related science, evidence and innovation to be applied to conservation, and provide technical expertise on sustainable agriculture, including through literature reviews
- Support the design, collection and analysis of agricultural and socioeconomic data for internal and donor reporting
- Facilitate the delivery of project activities with partners and stakeholders, including organising procurement and providing hands-on assistance with tasks where needed
- Liaise with the FFI Communications team, Project Managers and local partner organisations to communicate and promote FFI's work in agriculture and conservation, including providing written materials for the FFI website, social media and contributing news stories, blogs, and/or scientific papers

Programme administration

- Support the development of work plans and review implementation activities for a selection of strategically-identified projects and thematic initiatives
- Support and contribute to the preparation of technical and financial reports to the project donors and partners, and an annual report for each assigned project, ensuring full compliance with FFI project cycle

- Support financial management and tracking of SAGE programme funds, under the guidance of the Programme Manager, Agriculture and with the support of the Finance Business Partner, Conservation Partnerships

Development

- Contribute to strategic planning of FFI's agriculture work, including discussion of fund-raising priorities and strategies
- Monitor and develop understanding of agricultural commodities of strategic interest to FFI's Regional Programmes and support the SAGE Director in identifying the most effective way for FFI to engage
- As requested by Line Manager, contribute to development of project proposals

Learning and knowledge exchange

- Support the Programme Manager, Agriculture and relevant staff to ensure effective monitoring and impact assessment of FFI agriculture work through support and guidance to appropriate staff
- Provide technical reviews for both internal and external grant funds on a range of sustainable agricultural development issues
- Provide internal training and support to other areas of FFI to transfer technical knowledge where appropriate

Other

- Represent FFI's position on agriculture, and related technical areas of expertise, both internally and externally, including maintaining relationships with collaborating institutions and selected donors
- With agreement of Line Manager, perform any other tasks that may be requested from time to time, which are appropriate to the Programme Officer's skills and experience, and relevant to the scope of this role
- Assist in dealing with external enquiries relating to FFI's work on agriculture

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Project coordination skills with experience in project development and implementation • Administrative skills, including budgeting, financial administration and reporting • Technical knowledge and skills relevant to agriculture and agroforestry with conservation objectives • Ability to gather and analyse technical information, including qualitative and quantitative data • Strong interpersonal and communication skills • Excellent writing skills, including proposal and report writing • Proven ability to develop and maintain effective working relationships with diverse people and organisations, such as governments, NGOs, community groups and businesses • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Proficiency in French
Knowledge and experience	<ul style="list-style-type: none"> • A degree or equivalent qualification in agriculture, agricultural development, biology or ecology • A good technical background and understanding of agriculture and conservation issues • Relevant field experience in research, conservation or development preferably in a developing country context • Track record of efficient project planning, implementation, budget management and financial reporting 	<ul style="list-style-type: none"> • Qualifications or experience in sustainable livestock production • Experience of working in an NGO environment • Experience working with different types of partner organisations, including national and local NGOs, government agencies, and community-based organisations • Experience working with remote teams

	Essential	Desirable
Behavioural qualities	<ul style="list-style-type: none"> • Builds positive personal and organisational relationships • Ability to deal with challenges in a positive way • Culturally sensitive • Self-starter, able to work well under own initiative • Team player, demonstrating ability to seek out and harness the views and contributions of others • Commitment to conservation and desire to make a difference 	
Other	<ul style="list-style-type: none"> • Commitment to FFI's mission and values • Ability to undertake regular international travel 	

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 sent to emma.scott@fauna-flora.org

Please mark your application '**Programme Officer, Agriculture**' and indicate where you saw this

position advertised.

The closing date for applications is **Sunday, 23 October 2022**. Interviews are likely to be held during the week commencing **7 November 2022**. 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