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Grant & Development Manager, Eastern Africa

“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 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.

Africa Programme

FFI currently operates in 14 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused on species and habitat conservation, biodiversity planning, protected area management, institutional development and capacity building, sustainable use and community-focused wildlife management initiatives.

To achieve its mission in Africa, FFI works with and alongside local partners to focus on the sustainable use and management of natural resources as a means to effective conservation in the long-term. In all its projects in Africa, FFI seeks to:

- Build and support local partnerships with African conservation and community development organisations
- Strengthen institutions to bring sustainability and added value to projects
- Maintain long term presence and relationships
- Reconcile conservation goals with the needs of local people
- Incorporate sound science in decision-making to ensure the positive impact of activities

FFI's work in East Africa

Within East Africa, FFI currently operates directly with FFI staff and with partners in South Sudan, Uganda and Kenya, and with partners in Tanzania.

Across the programme, our practical, field-based approaches revolve around putting in place effective measures on the ground; to safeguard wild populations of key species from poaching for subsistence or illegal trade, and to protect ecosystems for damaging practices and overuse. In particular, we engage communities as active and motivated partners, not least by strengthening community rights, supporting sustainable livelihoods and natural resource use, and helping to ensure that they have a vested interest in safeguarding wildlife and ecosystems.

In Eastern Africa, FFI is tackling the threat of climate change by directly protecting habitats and the biodiversity that underpins ecosystem services, and working with committed partners in order to help minimise the environmental impact of development at the business level, including for example the extractives industry, plantation development and large infrastructure projects.

The Opportunity

We are seeking an experienced professional to fulfil a regional scale grant management and fundraising development role within FFI's East Africa portfolio of work. Overseeing current and future statutory grants and leading on new statutory funding opportunities, this position will play a critical role in coordinating the inputs of staff both in the region and those based in the UK in order to enable the delivery of positive conservation results, whilst complying with grant conditions.

You will have excellent statutory grant management skills and proven demonstrable experience in a role delivering conservation or similar projects with a strong grant compliance component, and thus be able to provide technical input on proposal design and monitoring as relevant across the programme and in line with FFI's strategy. Your outstanding interpersonal skills will enable you to build strong working relationships, bringing diverse groups of stakeholders together to accomplish common goals, and your exceptional writing skills will deliver high quality reports and proposals. Fluency in English is essential.

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, 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.

Terms and Conditions

Start Date: As soon as possible

Duration of Contract: Permanent

Probation Period: Six months

Salary Range: circa £36,000 per annum

Location: Fauna & Flora International, Cambridge
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:	Grant & Development Manager, Eastern Africa
Reporting to:	Senior Programme Manager, Eastern Africa (SPM-EA)
Line Manager of:	Grant Manager, Blue Action Fund (Kenya-based; under recruitment)
Key Relationships:	Africa Programme Team (UK) Finance Business Partner, East & Southern Africa (FBP-ESA) East Africa country teams Cross-cutting teams Fundraising and Communications teams

Purpose:

To work closely with the Senior Programme Manager, Eastern Africa, the Country Manager, Kenya and in-country project managers to provide excellent statutory grant management and lead on development prospects for regional opportunities for FFI's portfolio of work in East Africa, in full compliance with FFI and donor financial guidelines and funding agreements, coordinating technical input from FFI staff from both regional and cross-cutting teams as appropriate.

Specific Duties:

Grant Management

- Undertake specific, statutory East Africa fund management responsibilities where appropriate including:
 - Ensure all funding proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards, the Delegation of Authority (DoA), and implementation context within the region
 - Work with in-country project managers to deliver grant funded projects within time-frames and budgets
 - Manage UK based procurement processes, identifying and negotiating with contractors and suppliers for materials and services, in accordance with institutional and donor requirements
 - Manage project inputs from relevant technical and operational staff, consultants and implementing partners, ensuring appropriate contracts are in place where relevant
 - Lead FFI and donor technical report writing and editing, coordinating the inputs of team members, cross-cutting teams, specialists and partners, ensuring accurate and timely technical reports as per FFI and donor requirements
 - Be responsible for fund finances with specific attention on tracking and forecasting expenditure to ensure project delivery is on budget and compliance with donor requirements and FFI regulations, and the DoA
 - Prepare project financial reports, with support from the FBP-ESA and ensure timely and accurate technical, operational and financial funder and institutional reporting
 - Ensure maintenance of project financial records by in country staff that meet both FFI's in-country and UK-based institutional auditing requirements and internal and donor reporting and auditing requirements

- Coordinate project data and results management, ensuring compliance with FFI's data management framework
- Under the direction of the SPM-EA, collaborate with relevant regional staff members to ensure the smooth start up, integration and delivery of fund activities against the workplan, targets and budgets, coordinating the inputs of regional and cross-cutting teams and partners as necessary and appropriate, taking into account their other programme commitments to ensure effective and timely completion of deliverables
- Proactively disseminate lessons learnt both internally and externally as agreed and appropriate

Grant Development

- As approved and following FFI's project cycle process, develop funding proposals, including large statutory proposals, that meet the outcomes and objectives of FFI's portfolio of work in East Africa as specified by project Theory of Change (ToC) processes, ensuring input from relevant FFI staff and partners and maximising the opportunities for capacity development
- Engage the relevant Africa programme staff, cross-cutting team members and the FBP-ESA to ensure proposal budgets are appropriate for project implementation, address priorities and gaps, consider matched funding requirements, and meet staff and field operational costs and institutional overhead requirements
- Under the direction of the SPM-EA and in liaison with relevant country staff, ensure proposed activities comply with national laws, statutory regulations and have the requisite insurances necessary for implementation
- Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required

Programme Resourcing and Personnel Development

- In line with the DoA and relevant country staff members, contribute to the recruitment of any international, UK or in-country staff and consultants required for the effective running of FFI's work in East Africa
- If applicable, provide strong and motivational line management to staff specific to the East Africa Programme through objective setting, continuous performance management, annual appraisal, training provision and personal development planning
- As necessary, build the capacity of relevant country staff members in statutory fund management requirements and responsibilities.

Partnership Development

- Ensure the consultation and inclusion of appropriate stakeholders in the design and development of funding proposals
- In collaboration with appropriate country team members, ensure where necessary that funding proposals include support to build the organisational and technical capacity of in-country partners to deliver agreed approaches
- As delegated and in collaboration with relevant team members, conduct due diligence of FFI partners within FFI's work in East Africa

Communications & Representation

- Bring to the attention of the Communications Department newsworthy items arising from FFI's work and, as required, develop materials to support FFI's work in East Africa and FFI's brand
- As required, represent FFI at appropriate external meetings and fora

Other

- Provide direct line management to designated staff through objective setting, continuous performance management, annual appraisal, formal training provision and personal development planning in line with FFI best practice.
- Work in full compliance with FFI protocols, ensuring work high quality and within budget
- As required, provide strong and motivational management to line reports to support efficient, effective delivery of FFI's conservation programme in South Sudan through objective setting, continuous performance management, annual appraisal, training provision and personal development planning
- Undertake any other tasks commensurate with the position that may be requested of you, from time-to-time, by your Line Manager
- Undertake international travel to project sites, relevant conferences and international meetings as required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent grant management skills with ability to deliver multiple streams of work, to multiple donors and involving a diverse group of stakeholders • Excellent financial management and numeracy skills • Excellent written communication skills, including proposal and report writing, presentations and online content • Ability to coordinate and motivate FFI staff and partners to deliver funding objectives and contribute to proposal development • Excellent diplomatic and interpersonal skills • Excellent oral communication skills, with fluent written and verbal English • Advanced Microsoft Office skills, including Outlook and Excel 	
Knowledge and experience	<ul style="list-style-type: none"> • Proven accountability of large-scale statutory grant management and compliance including financial management, and quality and timely donor reporting (both technical and financial) • Proven programme development and fundraising record, with experience nurturing and managing donor relationships 	<ul style="list-style-type: none"> • A postgraduate degree in a relevant discipline or equivalent work experience in a relevant field • Experience of delivering

	<ul style="list-style-type: none"> • Experience managing a project lifecycle process from the design stage through fundraising to implementation, M&E and reporting • Knowledge of a variety of conservation practices and approaches including protected area management in different designations, working with local people and co-management, the sustainable use of resources etc. • Understanding of the importance of statutory and regulatory frameworks within which to operate in Africa • Knowledge in institutional development and capacity building 	<p>conservation projects in East Africa</p> <ul style="list-style-type: none"> • Knowledge of conservation tools and practices • Understanding of the statutory and regulatory frameworks within which to operate in East Africa
Behavioural qualities	<ul style="list-style-type: none"> • 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 positive and constructive manner • Commitment to organisational and legal compliance • Commitment to responsible management of donor funds • Commitment to FFI's vision and mission • Able to build and maintain positive personal and organisational relationships • Able to work flexibly and effectively in a geographically dispersed team 	
Other	<ul style="list-style-type: none"> • Willingness and ability to travel internationally as required 	

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 africajobs@fauna-flora.org. Please mark your application '**Grant & Development Manager, Eastern Africa**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Sunday, 5 February 2023**. Interviews are expected to be held during the week commencing **Monday, 20 February 2023**.

Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter.

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