



Programme Administrator, Social Equity, Agriculture & Enterprise (SAGE)

“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.

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, conservation 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 team currently consists of ten individuals and brings together expertise in community-centered conservation, good governance and social safeguards, sustainable agriculture systems, financial flows to sustain local livelihoods and conservation projects and incentives for effective local engagement in delivering biodiversity benefits. These skills are applied within projects to ensure technically strong and holistic approaches to biodiversity conservation that respect human rights and contribute to wellbeing and social equity across FFI's project sites and partner network.

The SAGE Programme supports the design and delivery of actions to deliver sustainable impact by: strengthening social equity, promoting livelihoods, improved nutrition, well-being and good governance, addressing gender considerations, supporting sustainable nature-positive agriculture systems and improving access to markets and finance, including practical partnerships with businesses and investors, while ensuring appropriate social safeguards are in place and honoured. These on-the-ground actions are mirrored in taking an active role to influence relevant policy frameworks.

The Opportunity

FFI is seeking a Programme Administrator for SAGE to undertake a key supporting role within the programme. As part of a growing team working on a diverse portfolio of projects globally, you will assist the team in delivering the programme's targets, through financial, administrative and logistical support, information management and communications.

You will be a highly competent administrator, with previous relevant experience supporting a busy team. You will have excellent organisation and prioritisation skills and have a proactive approach to dealing with challenges and problems.

Your excellent interpersonal and communication skills will enable you to build strong professional working relationships with colleagues in the UK and across the FFI's country offices. You will be a good team player and enjoy working in a dynamic environment where the ability to respond swiftly to changing organisational and team needs is paramount. With a proactive and pre-emptive approach to your work, you will seek to add value, work with minimal supervision and manage your workload effectively. You will be meticulous in detail and maintain a high level of confidentiality and discretion at all times. 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, 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:	£22,000 - £24,000 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: Programme Administrator, Social Equity, Agriculture & Enterprise (SAGE)

Reporting to: Director, SAGE

Key

Relationships: Head of Social Equity & Rights
Senior Technical Specialist, Enterprise & Finance
Programme Manager, Agriculture
SAGE Technical Staff
Finance Business Partner, Cross Cutting
Programme Officers, Regional and cross-cutting programmes

Purpose:

To deliver effective support across the Social Equity, Agriculture and Enterprise (SAGE) programme and assist the team in delivering the programme's targets, through financial, administrative and logistical support, information management and communications.

Specific Duties:

Finance Administration

Support the SAGE team in ensuring information is input to FFI's operating system (FocalPoint) accurately and in a timely manner, including but not limited to:

- Setting up new projects and funding proposals
 - Following up on project milestones
 - Ensuring non-financial project metadata is accurate and up to date
 - Raising invoices and requests for payment to third parties in line with contracts and funding agreements
 - Submitting purchase orders (including consultancies)
 - Requesting transfers and payments
 - Producing standard finance reports
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- Support timesheet tracking and planned recovery against funds
 - Support the development, approval and issuing of sub grant agreements and consultancy contracts, liaising with relevant personnel in accordance with FFI's Global Delegation of Authority
 - Support fund financial reporting, including verification of invoices and receipts received from partners
 - Support the SAGE team's financial forecasting, reporting and annual institutional budgeting processes, collating and inputting financial data
 - Work with SAGE team members and the cross-cutting Finance Business Partner to support compliance with donor conditions including procurement and financial administration.

Programme Administration

- Provide administrative support to the SAGE team to ensure FFI's required institutional policies, protocols and processes are adhered to.
- Assist in the organisation and arrangement of team meetings, training events, conferences and other meetings, and provide administrative support as appropriate, including recording and circulating minutes.
- Provide administrative support to recruitment processes including, but not limited to;
 - managing the recruitment folders
 - preparing interview grids
 - arranging the logistics for interviews
 - facilitating feedback to candidates
 - reference checking
 - liaising with the HR team as necessary
- Support the onboarding of new starters, including facilitating the induction process.
- Track and assist with project travel arrangements, including supporting visa applications and coordinating associated documentation
- Support SAGE hybrid working arrangements including keeping team seating allocations in the Cambridge office up to date and provision of associated IT equipment
- Provide support to senior team members with expense claims and cash advance returns

Information and Knowledge Management

- Act as the central contact point for the collation, coordination and dissemination of programmatic information and knowledge products for the SAGE team
- Maintain an accurate and effective information management and storage and filing system (MS SharePoint) for the SAGE team, including overseeing its proper use by team members
- Maintain key programmatic documentation such as team organograms and presentations
- Manage team collaborative software (including Miro and Zoom accounts)

Communications

- Support internal and external communications in relation to all aspects of the SAGE team, providing support in updating website and intranet content, developing or sourcing news stories or blogs and material for FFI's social networking sites

Additional Programme Support

- Undertake desk-based research on themes and issues required for project and programme development as requested by the SAGE Director
- Support the co-ordination of cross-programme and partner initiatives as requested by the SAGE Director
- Support in the preparation of documents for funding proposals, help meeting donor reporting requirements and provide administrative support throughout the fundraising process

Other Duties

- Undertake any other tasks commensurate with the position that may be requested of you, from time-to-time, by your Line Manager

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent administrative skills • Structured and methodical approach to work • Ability to plan, organise and prioritise workload to meet deadlines whilst ensuring long-term and ongoing tasks remain on track • Excellent interpersonal, verbal and written communication skills • Ability to quickly pick-up and use a number of different administrative tools and processes • Excellent attention to detail • Proficiency in Microsoft Office, including Word and Excel • Fluency in English 	<ul style="list-style-type: none"> • Working knowledge of French or Spanish
Knowledge and experience	<ul style="list-style-type: none"> • Proven relevant financial and/or administrative experience • Experience of managing a varied and demanding workload • Experience in maintaining manual and electronic filing systems • Experience in using data management systems 	<ul style="list-style-type: none"> • Previous experience in the NGO sector • Previous experience in the conservation or development sector • Experience in carrying out desk-based research
Behavioural Qualities	<ul style="list-style-type: none"> • Ability to work effectively under pressure • Ability to build positive personal and organisational relationships • Maintains a high level of confidentiality and discretion at all times • Excellent team player, with the ability also to work well independently • Shows initiative and a proactive approach to dealing with challenges and problems • Ability to work well, through remote means, with offices/staff abroad with a culturally sensitive approach 	
Other	<ul style="list-style-type: none"> • Pre-existing right to work in the UK • Commitment to FFI values and empathy with FFI's mission 	<ul style="list-style-type: none"> • Ability to undertake international travel when required

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to Charlie Fisher charlie.fisher@fauna-flora.org.

Please mark your application '**Programme Administrator**'.

The closing date for applications is **Monday 13 February 2023**. Interviews are likely to be held during the week commencing on **Monday 20 February 2023**. Candidates selected for an 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.

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

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, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity