



Senior Programme Manager, Central Asia, Eurasia

“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 local partnerships, act as a catalyst for change, and 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.

Eurasia Programme

Many of Eurasia's landscapes are recognised worldwide for their beauty and wilderness value, yet the importance of their biodiversity is frequently overlooked. The Eurasian steppe, the beech forests of the Carpathians, the Portuguese Montado and the fruit and nut forests and mountain ranges of Central Asia are just some of the stunning and biodiversity rich ecosystems in the region. They contain unique and rare wildlife such as the critically endangered saiga antelope and the Iberian lynx, the elusive snow leopard and ancient species of apple and walnut.

FFI is one of only a few international organisations working in the Eurasia region and is helping to raise awareness of the need for action amongst other international conservation and development charities. Many of our projects have laid the foundation and created the necessary infrastructure for other organisations to move in and help tackle the challenges of the region. We aim to build the capacity of local partners to conserve priority species and habitats.

Our focus is in four main geographic areas: Central Asia, the Caucasus, Central & South Eastern Europe and the Balkans and the Eastern Atlantic Islands. We also undertake 'emergency' interventions in countries outside of these core regions and are addressing marine and coastal conservation issues in Turkey, Scotland and Cape Verde and also on the island of Príncipe in the Gulf of Guinea.

We are working with our partners to implement an exciting range of initiatives focused on ecosystems, habitats and species conservation in both the marine and terrestrial environments. Activities include addressing human wildlife conflict, illegal and unsustainable wildlife trade, biodiversity planning, capacity building of protected area teams, implementation of sustainable livelihood approaches and community outreach. Please see www.fauna-flora.org for an overview of current projects.

The Opportunity

FFI is seeking a highly experienced conservation professional to manage FFI's Central Asia Programme. You will represent FFI in the region and ensure the effective management and technical delivery of projects in Kyrgyzstan, Tajikistan, Kazakhstan and Uzbekistan, leading on the development of projects in these countries and elsewhere in Central Asia, working in close collaboration with FFI's teams and partners in the region.

You will have a proven track record in operational, project, grant and financial management at a similar senior level. You will be skilled in providing both strategic advice and technical input to the

design, development, implementation and evaluation of projects.

Strong leadership and people management skills are essential to the role to ensure a professional and motivated team that delivers effectively against project aims, objectives and timelines. The role also requires a skilled and credible communicator, who is confident in developing and managing relationships internally and with relevant stakeholders, including governments, non-governmental partners, donors and funders.

An advanced degree or equivalent level qualification in a relevant discipline or equivalent level experience as well as strong technical conservation skills are essential. You will have a proven track record in fundraising, experience in institutional development and capacity building and be able to demonstrate an understanding of the statutory and regulatory frameworks within which FFI operates in Central Asia. Fluency in written and spoken English is essential; Russian or another language relevant to this region is strongly desirable.

In return, the role offers the opportunity to work within a ground breaking and entrepreneurial organisation, at the forefront of global conservation. In addition, you will receive 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 Range: circa £45,000 per annum

Location: Fauna & Flora International, Cambridge,
with international travel as required
Current policy offers partial remote working with 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 Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

Job Description

Job Title:	Senior Programme Manager, Central Asia
Reporting to:	Director of Operations, Eurasia (DoO)
Line manages:	Country Director, Kyrgyzstan Country Director, Tajikistan Programme Manager (Wildlife Trade), Central Asia
Key relationships:	Kyrgyzstan and Tajikistan programme teams Eurasia programme team Eurasia Finance Business Partner Cross cutting programmes Senior HR Advisers Statutory Fundraising Team Fundraising and Communications Teams

Purpose:

To ensure the effective management and technical delivery of FFI's Central Asia Programme, ensuring the Programme follows FFI's mission and vision and accords with policy, procedures and standards, is effectively monitored, and has long-term strategies for engagement and fundraising. Lead on the provision of technical advice and expertise across the Central Asia Programme.

Specific Duties:

Programme Management

- Work as part of the FFI team to ensure the effective delivery of FFI's Central Asia Programme, including but not limited to delivery in Kyrgyzstan, Tajikistan, Kazakhstan and Uzbekistan
- Build and maintain key partnerships and relationships with programme stakeholders and advise the Country Director and Programme Manager (Wildlife Trade) with management of primary partners in Kyrgyzstan, Tajikistan, Kazakhstan and Uzbekistan, taking a lead on management of particular partners where appropriate
- Oversee and advise on the management and administration of projects across the Central Asia Programme, ensuring compliance with FFI operating standards, policies and procedures, relevant in-country legislation, and donor and other third party conditions
- Oversee agreement of targets and work plans for projects, taking into account FFI's existing approaches to project implementation, including ensuring all projects / associated funds have an up-to-date Theory of Change and are monitored to ensure timely adaptation as required to meet project aims, objectives and timelines, and support the dissemination of lessons learnt
- Be responsible for overall financial management of the programme, leading on the production of work plans, budgets and reforecasting exercises
- Ensure responsible staff (including Country Directors and the Programme Manager (Wildlife Trade) are managing project budgets are in line with agreed work plans, taking into account FFI's existing approaches to financial management, and specific grant agreement requirements
- Develop annual budgets and carry out periodic reforecasting for the Central Asia Programme, in close collaboration with the Director of Operations, Eurasia and Finance Business Partner

- In collaboration with the Monitoring, Evaluation and Learning Team, ensure processes for the effective monitoring and evaluation of projects, ensuring timely adaptation as required to meet project aims, objectives and timelines, and support the dissemination of lessons learnt
- Provide strong and motivational line management through objective setting, continuous performance management, annual appraisal, training provision and personal development planning to ensure the efficient and effective delivery of the programme
- In accordance with FFI's Delegation of Authorities, liaising with the Central Asia Programme team and UK HR Department where appropriate:
 - Support the Country Directors with the recruitment of local staff and contracting of consultants by in-country programme offices
 - Manage the recruitment of international staff and contracting of consultants by FFI UK including but not limited to ensuring necessary visas, work permits etc. are secured
- Ensure timely and accurate technical, operational and financial donor and institutional reporting, inputting to and providing assistance with report writing and editing as required
- With the support of regional and UK operations staff, oversee Programme and Project staff to:
 - Remain up-to-date with statutory and regulatory frameworks relevant to operations in all country programmes and ensure FFI operations comply with national laws, statutory regulations and have the requisite insurances necessary for the implementation of FFI operations, including HR policies, labour and tax laws
 - Ensure all in-country systems, policies and procedures comply, to the extent possible, with FFI institutional systems, policies and procedures and Delegation of Authorities, including the project cycle process
 - Ensure that field operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity
- Maintain an effective record of contacts and programme activities and provide activity reports as requested

Technical support

- Provide technical advice and input as required on conservation issues and priorities, project design, development, implementation and monitoring on current and forthcoming projects
- Liaise with project team leaders to ensure the smooth logistical coordination of biological surveys, community outreach and training, village meetings, and other site-based activities, meeting regularly with team leaders, partner organisations, consultants and other stakeholders as needed
- Provide technical advice as required to partner organisations and individual community-based initiatives, including advice in the areas of institutional development, governance and financial management

Programme Development

- In collaboration with the Director of Operations, Eurasia contribute to and coordinate the strategic planning and development of the Central Asia Programme in line with FFI's business plan and Eurasia / Central Asia Implementation Plan/s
- In collaboration with the Director of Operations, Eurasia, Country Directors, Programme Manager (Wildlife Trade), Central Asia, project managers and technical specialists, develop and input to project concepts and proposals, in line with approved strategic plans and FFI's project cycle
- Proactively identify prospective funders and donors and develop tailored proposals to fund approved projects, working with the Finance Business Partner to ensure accurate budgeting, staff and overhead charging and cost recovery
- Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required

- Expand FFI's presence in the region in line with the Eurasia Programme strategy through active engagement in neighbouring countries

Programme Representation

- Represent FFI and the Central Asia Programme, developing its profile and promoting its work to third parties where required, including diplomatic and government agencies, communities, NGOs, for-profit entities, academic institutions, funders and donors, and media
- Represent FFI at key fora, including consultations, negotiations, national and provincial meetings, workshops and briefings
- Act as a first point of contact both internally and externally for FFI's Central Asia Programme

Partnership Development

- In line with agreed strategies, proactively identify, develop and nurture relationships and partnerships with third parties, including national and local government agencies, community organisations, NGOs, for-profit entities and academic institutions, to maximise the effective delivery of FFI's Central Asia Programme
- Ensure that FFI is an effective partner to the Association for the Conservation of Biodiversity of Kazakhstan (ACBK) and other partners, individuals and organisations engaged in the delivery of our shared projects
- Delegate communications with partners to programme staff where appropriate for day to day communications regarding ongoing operations
- Support the Central Asia Programme staff and cross-cutting teams to build the organisational and technical capacity of in-country partners, in line with approved strategic plans and institutional agreements
- Lead development of and support the Country Directors on the negotiation of programme/project Memoranda Understanding (MOUs), Memoranda of Agreement (MOAs) with regional and national government and partners, in consultation with the Director of Operations, Eurasia and in accordance with FFI documentation and FFI's Delegation of Authorities

Communications

- Connect the Central Asia programme with FFI's wider conservation efforts through communication and collaboration with colleagues across regional programmes and cross-cutting teams
- Ensure the Director of Operations, Eurasia remains up-to-date on the status of operations and project delivery in Central Asia, bringing issues that may affect operations and delivery swiftly to his/her attention
- Ensure regular and effective communication and coordination with the Central Asia in-country teams (including between the in-country teams and the wider Cambridge, UK teams)
- Liaising with the Communications and Fundraising Departments, contribute to communications and fundraising materials as required (e.g. web pages, articles, reports)

General

- Conduct regular site visits and meetings, and work together with in-country partners and team members to resolve problems
- Provide input, where appropriate, on other technical work undertaken by the Eurasia programme or cross-cutting themes undertaken by the FFI Conservation Partnerships team and other FFI Programmes. This may involve work such as capacity building, workshop facilitation and conservation assessments.

- With agreement of the Director of Operations, perform any other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FFI and its Programmes

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent project management skills, including project design, development, implementation, impact monitoring and evaluation • Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence • Excellent financial management and numeracy skills, including budgeting, financial tracking and reforecasting • Ability to plan and think strategically • Ability to solve problems and effectively prioritise, organise and manage a wide range of tasks, duties and resources concurrently, working to multiple deadlines • Strong technical conservation skills, preferably spanning both ecological and social/economic aspects • Outstanding communicator and collaborator with ability to ensure effective communication flows within and between different teams and individuals, including ability to communicate with a wide range of stakeholders, and diplomacy to present, negotiate and persuade with confidence and credibility at all levels of government and civil society • Excellent written communication skills, including report and proposal writing • Strong prioritisation and time management skills, with ability to work to multiple deadlines and a clear focus on delivery of outputs • Proven ability to assess capacity, mentor and develop skills of project staff and other partners • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Proficiency in a language relevant to the region (e.g. Russian, Kyrgyz, Tajik, Kazakh, Uzbek)
Knowledge and experience	<ul style="list-style-type: none"> • An advanced degree or equivalent qualification in conservation /natural resource management or relevant social science field or equivalent relevant work experience 	<ul style="list-style-type: none"> • Experience working in a developing country and/or in an NGO environment

	<ul style="list-style-type: none"> • Substantial relevant conservation experience, including proven operational and people management and programme development • Excellent technical background and understanding of a range of terrestrial habitat and species conservation issues • Proven ability to secure funding from multi-lateral and bi-lateral agencies and the private sector, with experience developing and nurturing donor relationships • Proven experience in project management including large grant budget management and donor reporting, preferably statutory funds from a multilateral/bilateral donor • Track record of engaging and working effectively with a range of stakeholders and partner organisations including Ministries and Wildlife Authorities, other government institutions, donor agencies, the private sector, NGOs, and local communities, preferably in Eurasia • Experience managing teams in person and remotely to deliver complex projects • Experience in institutional development and capacity building • Experience working at a strategic level within a small and regionally dispersed team 	<ul style="list-style-type: none"> • Experience working with remote teams • Experience of working in Eurasia, preferably in Central Asia
Behavioural qualities	<ul style="list-style-type: none"> • Builds positive personal and organisational relationships • Ability to deal with challenges in a proactive and pragmatic 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 organisational and legal compliance and to responsible management of donor funds 	
Other	<ul style="list-style-type: none"> • Commitment to FFI's mission and values. • Ability to travel regularly within the Eurasia region 	

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, consisting of a covering letter explaining why you are applying for the position and relating your experience and skills to the role, a full CV, and contact details for two referees (who will not be approached without your permission) should be submitted via email to eurasia@fauna-flora.org

Please mark your application '**Senior Programme Manager, Central Asia**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Monday, 6 February 2023**. Interviews will be held on week commencing Monday, 13 February 2023.

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