



Programme Officer, Learning & Partner Development

“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.

Conservation Capacity & Leadership

Long-term conservation success depends on developing a network of committed individuals and institutions that are strong enough and effective enough to address the threats to our natural world. The Conservation Capacity & Leadership team work across FFI's international portfolio to create opportunities for staff, partners and beyond to maximise their potential for conservation good.

We focus on a number of key areas:

- Our staff Professional Development programme supports learning and knowledge management across the organisation, improving conservation capacity globally to enable greater effectiveness and sustainability of our conservation work.
- Our Partnerships and Organisational Development Support Programme works closely with regional teams to support partnership management and organisational capacity development interventions with partner organisations.
- We work to build the skills, capabilities and confidence of a new generation of conservation leaders across the globe and support their efforts to confront the growing challenges we all face, through initiatives such as the Conservation Leadership Programme.
- We produce Oryx, a quarterly peer-reviewed journal, which publishes research with the potential to improve conservation management and practice.
- We help build the capacity of our staff and partners to access and use technology for conservation, through initiatives such as WILDLABS.NET

The Opportunity

FFI is seeking qualified candidates for the position of Programme Officer, Learning & Partner Development, to ensure effective delivery of and support to key elements of two linked programmes of work: Partnerships and Organisational Development Support (PODS) and Professional Development.

You will organise and facilitate internal knowledge exchange opportunities. This will include coordinating FFI's internal buddy system, tricks of the trade presentations and mini masterclasses. You will lead the administration of the FFI Partner Resilience Fund sub-granting scheme and FFI's Partner Due Diligence process. You will support the development and delivery of training and facilitation of workshops with staff and partners. You will support the ongoing development and running of Mangrove, FFI's Learning Management System (LMS), leading on specific elements as required. You will write, collate and/or disseminate information and resources relating to partnerships and organisational development. You will also support monitoring, evaluation and learning processes to assess programme development.

You will have a proven ability to nurture relationships, ideally with a range of individuals and organisations. This could include governments, NGOs, community groups and/or businesses. You will have a good understanding of conservation issues. You will have strong administrative skills, including budgeting, financial administration and reporting and excellent writing skills, as well as experience building and managing databases. You should be a team player, demonstrating ability to seek out and harness the views and contributions of others, and able to build positive personal and organisational relationships.

This position is based in Cambridge. Some international travel will be required. In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation. 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 £26,000 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-Friday inclusive

Job Description

Job Title: Programme Officer, Learning & Partner Development

Reporting to: Head, Learning & Partner Development

Key Relationships: Technical Specialists, Partnerships & Organisational Development
Director, Conservation Capacity & Leadership
Programme Manager, Professional Development
Information & Intranet Manager
Project managers overseeing partnership relationships

Purpose:

To deliver Fauna & Flora's Learning and Partner Development work through provision of technical and administrative support to two linked programmes of work: Partnerships and Organisational Development Support (PODS) and staff Professional Development, enhancing FFI staff and partner organisations' capability, resilience and impact.

Specific Duties:

Partnerships and Organisational Development Support Programme

In liaison with the Technical Specialists, Partnerships & Organisational Development:

- Undertake specific internal fund management responsibilities, including leading on the sub-granting process for the FFI's internal Partner Resilience Fund.
- Administer FFI's internal Partner Due Diligence process in a timely and effective manner, including maintaining an accessible register of completed Partner Due Diligence and related documents
- Support FFI staff and partners develop strong partnerships and resilient organisations in general, including supporting the design and delivery of related training and facilitating workshops
- Support with the administration and general development of the Capacity for Conservation website, leading on certain aspects as required.
- Lead the development and circulation of the monthly Partner Newsletter to participating FFI partner organisations
- Support the implementation of monitoring, evaluation and learning processes to assess overall partner development, allowing partners (and FFI staff) to track their progress and understand/demonstrate the impact of their organisational strengthening efforts

Internal facilitation and professional development support

- Organise and facilitate internal knowledge exchange opportunities. This will include coordinating FFI's internal buddy system, tricks of the trade presentations and mini masterclasses.
- Support the Programme Manager, Professional Development develop and deliver training events to FFI staff, leading specific elements where appropriate
- Support the Programme Manager manage a system of monitoring, evaluation and learning to assess and maximise training impact,
- Support the ongoing development, troubleshooting and running of Mangrove, FFI's Learning Management System (LMS), leading on specific elements as required

Internships

- Manage the FFI intern programme in accordance with FFI policy, with support from HR and the Cross-cutting Programmes Administrator
- Advance FFI's intern policy, promote this process internally and act as first point of contact for intern queries
- Support staff in the identification of the need for, and the transparent recruitment of, interns and provide pastoral care and follow-up, as required
- Manage the process for formal university placements, in accordance with FFI policy
- Manage the process for formal school-led work experience placements, ensuring appropriate risk assessments are undertaken

Other duties:

- Represent FFI, and the Conservation Capacity & Leadership team as required in external and internal meetings and fora, and ensure information is fed back and appropriately circulated within FFI
- Although there are no direct reports to this post, it is possible that the post holder may be asked to supervise temporary internships or work placements
- Undertake any other activities that you may, from time-to-time, be asked to perform by your line manager, commensurate with your skills and experience, as part of the extended team across FFI

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Skills in facilitating discussion groups and/or delivering training events in person or online• Grant management skills, including budgeting, financial administration and reporting• Excellent writing skills, including ability to write proposals, reports and training resources in English• Strong verbal communication skills• Ability to build and manage relationships with a wide range of individuals and organisations, in a range of contexts such as governments, NGOs, community groups and businesses• Strong prioritisation, attention to detail and time management skills, with proven ability to work to multiple deadlines and a clear focus on delivery of outputs• Fluency in written and spoken English	<ul style="list-style-type: none">• Proficiency in second language relevant to FFI's areas of work• Understanding of methods for project monitoring and evaluation

Knowledge and experience	<ul style="list-style-type: none"> • Experience in facilitating workshops • A good understanding of a range of conservation issues • Experience working with databases • Experience of working effectively with an organisation such as national and local NGOs, government agencies, and community-based organisations 	<ul style="list-style-type: none"> • Experience of working in an NGO environment • Experience of working with remote teams • Field experience in conservation or relevant research, preferably in a developing country context
Behavioural qualities	<ul style="list-style-type: none"> • Builds positive personal and organisational relationships • Ability to deal with challenges in a positive way • Working collaboratively. • 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 	
Other	<ul style="list-style-type: none"> • Ability and willingness to undertake international travel as required 	

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 Fauna & Flora International (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 sarah.thornton@fauna-flora.org

Please mark your application '**Programme Officer, Learning & Partner Development**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Sunday, 19 March 2023**. Interviews are likely to be held during the week commencing **27 March 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