



Brian McKay

Programme Development Manager, 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 five main geographic areas: Central Asia, the Caucasus, Central & South Eastern Europe and the Balkans, the Eastern Atlantic Islands and Scotland. We also undertake 'emergency' interventions in countries outside of these core regions and are addressing marine and coastal conservation issues in Turkey 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

The FFI Eurasia Programme is seeking qualified candidates to support the Director of Operations and Eurasia team in the development of and fundraising for the Eurasia programme and, when required, to manage start-up of a selected projects within the region.

You will be experienced in developing conservation projects and securing associated funding from a range of sources, including statutory and private funders. You will have strong technical skills in

conservation, including in marine and/or terrestrial fields.

You will be a team player and enjoy working in a dynamic team environment where strategic approaches and conceptual thinking are being brought to deliver project concepts. A degree or equivalent level qualification in a relevant discipline or equivalent level experience in a related role are expected.

In return, the role offers the opportunity to work within a groundbreaking 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:	£35,000 to £38,000 per annum
Location:	Fauna & Flora International, Cambridge, with international travel as required 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 Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

Job Description

Job Title:	Programme Development Manager, Eurasia
Reporting to:	Director of Operations, Eurasia (DoO)
Key relationships:	Eurasia Programme Teams in Cambridge, Central Asia, the Caucasus, Romania, Scotland and Príncipe; Cross cutting teams; Fundraising teams, including Institutional Fundraising, Philanthropy and Support Development; National counterparts and other stakeholders.

Responsibilities include:

Supporting the Director of Operations and the Eurasia team in the delivery of the Eurasia Programme and, in particular, development and fundraising for new and existing programme activities. With a focus on landscape and seascape conservation as well as freshwater and grassland conservation, develop and enable the start-up of a portfolio of up projects and provide support in these technical areas to the Eurasia team.

Specific Duties:

Programme/project development and fundraising

- In close consultation with the Director of Operations, contribute to the operational development of the regional programme and its activities by leading on the development of agreed project concepts and proposals for the Eurasia region, working closely with Programme and Country managers.
- Provide direct support to Programme and Country Managers in project design including facilitating Theories of Change planning and production of log-frames and monitoring evaluation frameworks.
- Where required, provide direct technical support to partner organisations with project development and proposal writing
- Secure funding for ongoing and new conservation interventions through multi-lateral, bi-lateral, and private sector grant agreements.
- Cultivate and develop donor relationships in line with the priority projects and themes agreed with the Regional Director.
- Identify opportunities for the design and financing of new programmes and projects.
- Act as the main point of contact between FFI's fundraising teams, the Director of Operations and the Programme and Country managers, ensuring fundraising priorities and opportunities are effectively communicated between teams.
- Ensure that proposals, reports and other project outputs produced by programme staff and partner organisations are of a high standard and reflect FFI's philosophy.
- Establish and maintain a network of partners, donors, collaborating organisations.
- Maintain an effective record of all contacts and all fundraising activities carried out by the Eurasia team.

Project Management

- Manage and provide technical support to the startup of agreed projects, taking responsibility for financial monitoring and operational management of projects, and ensuring FFI internal reporting procedures are met, during these projects' start of phase
- Work with the Director of Operations and relevant Programme Managers to agree targets and work plans for the startup of any projects to be managed, taking into account FFI's existing approaches to project implementation
- Oversee work of, and maintain regular communications and liaison with, project staff, consultants and partners involved within these projects, whilst ensuring communication is effectively maintained with the Director of Operations.
- Work with the Director of Operations to undertake the development of budgets for the projects to be managed in line with agreed work plans and take responsibility for developing follow-up and parallel projects and securing funding for these projects.
- Put in place appropriate structures for effective project monitoring and evaluation in consultation with the Director of Operations, enabling project activities to be assessed and adapted in relation to budgets.

General

- Work as an active member of the Eurasia and in-country project teams and attend Eurasia team and project team meetings.
- Conduct regular site visits and meetings, and work collaboratively to resolve any problems.
- Ensure that field operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity.
- Assist in promoting the Eurasia Programme's activities both internally and externally, liaising with and providing written material to the Communications Department on project issues.
- Provide input, where appropriate, to 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 / social assessments.
- Provide technical reviews for both internal and external grant funds on a range of biodiversity conservation issues
- 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 with experience in project development and implementation, financial management, reporting and evaluation • Proven technical skills relating to marine and / or terrestrial conservation • Excellent writing skills including technical proposal and report writing skills • Proven fundraising skills • • Proven ability to develop and maintain effective relationships with funders and stakeholders, including partner organisations, governments, national and local NGOs, community groups and businesses • Ability to learn quickly and apply new skills • Strong communication and presentation skills (written and verbal), to both technical and non-technical audiences • Ability to assess and prioritise tasks effectively to accomplish projects to deadlines • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Proficiency in a language relevant to the region (e.g. Russian, Turkish, Portuguese, or other European language)
Knowledge and experience	<ul style="list-style-type: none"> • A relevant degree or equivalent level qualification in a conservation related subject or equivalent level experience • Proven track record in project development and implementation within the conservation field • Proven ability to secure funding from multi-lateral and bi-lateral agencies (including statutory donors) and the private sector • A good technical background and understanding of a range of 	<ul style="list-style-type: none"> • Experience working with local partners, government agencies and communities in varied cultural contexts • Knowledge of freshwater and ecosystems restoration approaches • Knowledge of Environmental and Social Safeguards and gender-based approaches in conservation •

	<p>conservation issues</p> <ul style="list-style-type: none"> • Experience working at a strategic level within a small and regionally dispersed team • Experience working within a multi-cultural environment 	
Behavioural qualities	<ul style="list-style-type: none"> • Ability to deal with challenges in a pragmatic and diplomatic way • Builds positive personal and organisational relationships • Considerate and culturally sensitive team player • Works independently and is proactive in supporting others • Commitment to building capacity of local teams • Commitment to conservation • 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 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 '**Programme Development Manager, Eurasia**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **April 3rd 2023**

Interviews are likely to be held on **w/c April 10th 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 Officer, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity