



## Technical Officer, Conservation Design & Impact

“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,  
Fauna & Flora Vice-president

## Fauna & Flora

Fauna & Flora saves species from extinction and habitats from destruction, while 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, Fauna & Flora is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

## Conservation Design & Impact Team

Fauna & Flora is committed to delivering high impact conservation work. Central to delivering this is ensuring that conservation decision-making is based on good, context-appropriate information drawn from project data collected in order to monitor progress, understand impact, and learn from and adapt our conservation work.

Fauna & Flora has developed an institutional approach to understanding impact that supports us in planning our work, to learn what is and is not achieving the expected conservation outcomes of our projects, and to demonstrate and communicate success in our work, both at project and organisational levels. Key to the success of this approach is accompanying individual conservation delivery teams (project teams) to ensure that projects are well planned with a clear logic (known as a Theory of Change), and ensuring that they are collecting and using the most appropriate data to track progress towards long-term impact. Fauna & Flora's project teams and partners operate in different contexts with varying resources and capacities available, therefore theory-based, testable, context-specific and pragmatic approaches are key.

Work to understand impact at Fauna & Flora is led by the Conservation Design & Impact team, and draws on a wealth of expertise from across the organisation. We have made great strides in rolling out our approach across the organisation, and are now working closely with Fauna & Flora's Conservation Technology team to overcome specific barriers in data practices that we have identified. These include time and skills for analysis, interpretation and reflection on monitoring and evaluation data. We are striving to strengthen support for designing practical solutions that enable project teams to organise their data in ways that ease analysis and reflection for adaptive management, and reduces the time burden of using data to understand progress and impact, learn, and adapt work to ensure delivery of effective conservation.

## Conservation Technology Team

The world is embracing ever-increasing advances and shifts in technology, creating new tools to tackle ongoing conservation challenges. Seated with the Conservation Capacity and Leadership department, the Conservation Technology Team is a dynamic and growing group of individuals committed to providing and sharing information about emerging conservation tech tools. We help ensure that Fauna & Flora operates at the cutting edge of nature conservation efforts globally. Our mission is to build the capacity and knowledge in our regional teams and local partners to appropriately apply these tools – including drones, camera traps, networked sensors, eDNA, and AI – to solve nature and climate crises.

# The Opportunity

We are offering a unique opportunity for a qualified Technical Officer to play a central role in improving Fauna & Flora's conservation **data practices**\* and support the wider work of the Conservation Design & Impact and Conservation Technology teams. Working closely with colleagues across Fauna & Flora, you will play a vital role in supporting the technical design, implementation, and use of context-appropriate, pragmatic project data practices.

This will include coordinating and contributing to the development of a suite of data tools, guidance and training that supports the collection, management, analysis and interpretation of data ensuring that the time, skills, and funding investment needed are practical and relevant to the project's context. You will also demonstrate the ability to think holistically and to work collaboratively with project staff, partners, and technical specialists from diverse disciplines to effectively embed enhanced and context-appropriate data practices into conservation projects, and to document and share learning through different media, including the teams' intranet pages and internal webinars.

With strong communication and interpersonal skills, you should be passionate about supporting others to develop their knowledge and skills, while being open to learning and able to quickly pick up new skills. You will bring a range of technical skills, including survey design, data collection, management, analysis, visualisation and interpretation of data relevant to conservation work – including social, ecological, behavioural and capacity building. Ideally, these skills will be grounded in practical experience of delivering conservation initiatives, and you will have direct experience of delivering data practices from design through to analysis, interpretation and use. You will have strong administration, organisational and time management skills. You will be self-motivated, a team player, and equally able to work independently.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation. In addition, Fauna & Flora offers a generous pension contribution, attractive annual leave allowance and life insurance.

This position is based in Cambridge. Some local and international travel may be required. 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.

*\*Data practices: includes design of methods, tools, data management (collection, storage, validation, cleaning, processing), analysis of information for interpretation and use of data.*

## Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	One-year fixed-term contract
<b>Probation Period:</b>	Four months

<b>Salary:</b>	circa £26,000 per annum
<b>Location:</b>	Fauna & Flora, Cambridge, UK Current policy offers partial remote working within the UK
<b>Benefits:</b>	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 Fauna & Flora UK offices are closed  For employees on UK-based contracts, Fauna & Flora 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
<b>Hours of Work:</b>	This is a full-time position working 37.5 hours per week, Monday-Friday inclusive

## Job Description

<b>Job Title:</b>	Technical Officer, Conservation Design & Impact
<b>Reporting to:</b>	Head, Conservation Design & Impact
<b>Key Relationships:</b>	Head, Conservation Design & Impact Senior Technical Specialist, Conservation Technology** Information Management Officer, Conservation Capacity & Leadership Conservation Technology team Conservation Design & Impact team Social Equity & Rights team

*\*\*Whilst the position sits within the Conservation Design & Impact team, it is matrix managed within the Conservation Technology team*

### **Purpose:**

To deliver technical and administrative support for strengthening conservation data practices across Fauna & Flora to better enable decision-making, adaptive management and understanding of conservation impact. The primary focus of the role is to increase organisational capacity for design, selection, and implementation of conservation data practices appropriate to different project contexts. This will be by coordinating and contributing to the development of resources, facilitating trainings and workshops, directly supporting teams as appropriate, and providing administrative support to ensure the smooth running of the Conservation Design & Impact and Conservation Technology teams. The Technical Officer will also work closely with project teams, cross-cutting specialists, and others working to strengthen data practices across Fauna & Flora to ensure this technical input is aligned institutionally.

## **Specific Duties:**

### **Technical support to conservation projects**

- Support the Conservation Design & Impact and Conservation Technology teams in their work to guide specific project teams to adopt appropriate quantitative and qualitative data practices for their work.
- Identify and assess a suite of data collection, management, analysis and visualisation tools and methods that are appropriate to different contexts relevant to Fauna & Flora's work (e.g. data collection applications, data analysis tools, visualisation dashboards, data storage systems)
- Develop simple, adaptable templates to enable teams to track project impact and ease data collection, cleaning and analysis processes
- Work with specific project teams to embed the analysis of past data into any new data practices and systems

### **Organisational learning and capacity building support**

- Coordinate the Conservation Design & Impact and Conservation Technology teams' work to build capacity across Fauna & Flora staff and partners, including arranging logistics, liaising with relevant colleagues, and keeping track of progress of different tasks.
- Contribute to, or directly produce guidance documents, tools, and training materials to improve Fauna & Flora staff and partner capacity in tools and methods for data practices, to enable uptake and ease decision-making.
- Support or, where appropriate, directly deliver virtual and in-person training and capacity development sessions to Fauna & Flora staff and partners related to data practices.
- Support, co-ordinate and participate in peer-learning on design, impact and conservation technology between project teams to ensure coherent and joined up approaches across Fauna & Flora's global portfolio and partnerships. Mechanisms will include working groups, webinars and Fauna & Flora's intranet.
- Ensure effective, accessible and integrated internal communication of the Conservation Design & Impact and Conservation Technology teams' and related team resources by managing relevant intranet pages, and ensuring dissemination of key information through different channels.
- Remain abreast of emerging trends and good practice in conservation data practices, ensure that relevant knowledge is available across the organisation and its partners.
- Develop communications materials to support dissemination learning and experience related to our own design, impact and conservation technology experience and for relevant internal and external audiences.
- As requested, conduct or coordinate research into strategic or upcoming issues, and develop appropriate documents to communicate findings.

### **Administrative & fundraising support**

- Provide grant management support, including on reporting, financial and progress tracking, and internal coordination, as needed.
- Provide administrative support as required across the Conservation Design & Impact and Conservation Technology teams as needed, for example managing relevant intranet pages and internal online communities of practice.
- Support Fauna & Flora's annual reporting process.
- Ensure that team records and databases are well maintained and optimised
- Support the development of funding proposals as required, and track potential avenues of funding appropriate to the work of the Conservation Design & Impact and Conservation Technology teams.

**Other duties**

- 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. These may be within the Conservation Design & Impact and Conservation Technology teams, or other cross-cutting teams as needed.
- Supervise interns and students as and when the opportunities arise.
- Undertake reviews for other internal and external grant funds as required.
- Represent Fauna & Flora and the Conservation Design & Impact and Conservation Technology teams as required in external and internal meetings and ensure information from meetings is fed back and appropriately circulated within Fauna & Flora.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to organise, collate, analyse and interpret information and data (especially quantitative and spatial) on the ecological and social aspects of conservation</li> <li>• Proficient in use of tools and technologies to streamline conservation data practices, such as Microsoft Excel, ODK, KoBoToolbox, ESRI and PowerBI, ArcGIS</li> <li>• Proficient in information, knowledge and data management practices appropriate to a variety of conservation contexts</li> <li>• Survey design and statistical analysis across disciplines relevant to conservation, including ecology and socioeconomics</li> <li>• Excellent communication and presentation skills (written and verbal) for a range of audiences, including communicating technical information effectively to non-technical audiences</li> <li>• Ability to think laterally and creatively</li> <li>• Excellent organisational and time management skills</li> <li>• Fluency in English</li> </ul>	<ul style="list-style-type: none"> <li>• Fluency or working proficiency in other languages - particularly French, Spanish, Portuguese, or Bahasa Indonesia</li> <li>• Experience with qualitative data</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Relevant degree or equivalent qualification or experience relating to conservation or an associated discipline</li> <li>• Experience working with spatial, ecological and socio-economic datasets (may be more in one than another), including designing data collection tools, data management, analysis and interpretation</li> <li>• Experience using data tools (e.g., excel, dashboards and visualisation platforms, data collection applications) that support the accessibility of conservation data</li> <li>• Up-to-date knowledge and understanding of technology and software innovations and trends relevant to data practices</li> <li>• Experience of providing capacity building, facilitation, mentoring and/or training support to</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with remote teams</li> <li>• Experience of using conservation data to answer key monitoring &amp; evaluation questions and inform decision-making and adaptive management</li> <li>• Understanding of monitoring, evaluation &amp; learning (MEL) principles, including Theory of Change approaches to project design and monitoring and evaluation</li> </ul>

	<ul style="list-style-type: none"> <li>others</li> <li>• Experience of administration and coordination, including supporting grant management</li> <li>• Understanding of or experience working within the NGO sector</li> <li>• Good understanding and experience of field project operations and constraints in the types of locations where Fauna &amp; Flora works (and the implications of this for adopting conservation data practices)</li> </ul>	
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Committed to Fauna &amp; Flora's vision, mission and values Passionate about supporting others to develop their knowledge and skills, and creating a step change within data practices in the conservation sector</li> <li>• Builds positive personal and institutional relationships</li> <li>• A team player, able to work independently to an agreed programme</li> <li>• A pragmatic and logical approach to solving problems, with ability to balance competing priorities</li> <li>• Cultural sensitivity</li> <li>• Ability to work across multi-disciplinary groups and geographically dispersed teams</li> </ul>	
<b>Other</b>		<ul style="list-style-type: none"> <li>• Ability and willingness to undertake international travel, including travel to remote locations with limited resources and amenities</li> </ul>

## Fauna & Flora 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 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, inclusive & respectful
- We get things done

## 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 [Sarah.Thornton@fauna-flora.org](mailto:Sarah.Thornton@fauna-flora.org).

Please mark your application '**Technical Officer, Conservation Design & Impact**'.

The closing date for applications is **Monday 29 May 2023**. Candidates selected for 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.

**First round interviews will likely be held virtually the week of 5 June, with second round interviews the following week.**

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

Fauna & Flora 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, Fauna & Flora, on Tel: +44 (0)1223 749044 or Email: [jade.bedwell@fauna-flora.org](mailto:jade.bedwell@fauna-flora.org).

Fauna & Flora values diversity and is committed to equality of opportunity