



Programme Development Officer Statutory Funding

“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, whilst 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.

The Statutory Funding Team

Fauna & Flora is organised around programme delivery in four regions – Asia Pacific, Eurasia, Africa and the Americas & Caribbean. These are supported by cross-cutting programmes, focused on the technical excellence and effectiveness of Fauna & Flora's conservation work, developing different approaches to conservation and ensuring their integration within the regional portfolios. The Statutory Funding team sits within Institutional Funding alongside our Trusts & Foundations team, and works closely with Fauna & Flora's cross-cutting programmes working on Conservation Science & Design, Conservation Capacity & Leadership, Climate & Nature Linkages, Corporate Sustainability and Social Equity, Agriculture & Enterprise. The Statutory Funding team focuses on positioning Fauna & Flora with priority statutory donors and building knowledge and capacity of these donors across Fauna & Flora, to secure new income and support excellent grant and relationship management.

The Opportunity

Fauna & Flora is seeking an experienced professional to support Fauna & Flora's funding from statutory (government and multilateral) donors.

You will support colleagues and partners to develop high-quality proposal packages and reports for priority donors and ensure their timely submission. You will work across the statutory funding portfolio, helping to convene and coordinate internal teams in bid development, supporting outstanding technical design, developing and improving proposals, providing editing and formatting support, and ensuring that all documents produced for donors meet their criteria. You will also ensure that Fauna & Flora's approval and submission procedures are followed. You will be versed in budgeting, such that you can accurately evaluate that the resources requested are commensurate with what is needed to deliver programmes. You will have a keen attention to detail and be comfortable working in a fast-paced, deadline-driven environment.

There is a strong knowledge-sharing element to this work, and you will share examples of learning and best practice across the organisation to maximise Fauna & Flora's success rate and support colleagues as you together build productive relationships with donors. You will have excellent data management skills, and monitor Fauna & Flora's activities in statutory fundraising and fund management, to feed into internal forecasting and tracking tools, to inform internal decision-making and strategy development.

Strong relationship-management and communications skills are essential to the role, to develop positive, collaborative relationships with internal and external stakeholders, including regional and

cross-cutting technical teams, non-governmental partners, and government agencies. You will be a strong team player, resourceful, adaptive, and able to work with minimal supervision.

Fluency in written and spoken English is essential. Skills in languages relevant to Fauna & Flora's programme are highly desirable. Sensitivity to the different working environments and capacities of colleagues around the world is also 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, Fauna & Flora 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:	Open
Probation Period:	Six months
Salary:	Circa £26,000 per annum
Location:	Fauna & Flora, 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 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
Hours of Work:	This is a full-time position working 37.5 hours per week, Monday to Friday inclusive.

Job Description

Job Title: Programme Development Officer, Statutory Funding

Reporting to: Director, Institutional Funding

Key Relationships: Statutory Funding team
Trusts & Foundations and Philanthropy teams
Regional programmes
Cross-cutting programmes
Finance Business Partners

Purpose:

The Programme Development Officer will work as a key part of the Statutory Funding team and support Fauna & Flora in positioning and establishing productive relationships with statutory donors, and in producing excellent quality, donor-compliant proposals and reports that demonstrate Fauna & Flora's expertise and secure funding to support Fauna & Flora's conservation programmes worldwide.

Proposals, reports and communications

- Contribute to high-quality proposals and logical frameworks from across Fauna & Flora to statutory donors (ranging from £100k-£10mil), including helping coordinate internal proposal teams, proofreading and editing, compiling supporting documents, cross-checking proposals against donors' requirements and budgets, and using online donor systems.
- Support colleagues to follow internal processes, particularly project cycle and proposal approval processes.
- Support excellent donor relationship management by performing research, contributing to talking and positioning points, sharing information and donor intelligence internally, advising teams regarding how to request modifications, coordinating and reviewing reports to donors on project progress, and participating in external calls or visits with donors, upon request.
- Identify opportunities to share news and stories from Fauna & Flora projects externally, and work with the communications team to ensure these opportunities are maximised.

Data and knowledge sharing

- Consistently contribute to Fauna & Flora's intranet (Canopy) to ensure complete records of all statutory proposals and supporting documents are stored, and make good practice examples available to all staff.
- Champion GDPR and safeguarding requirements and other best practices in proposals, reports, and statutory funding information sharing at Fauna & Flora.
- Represent the statutory funding team in internal coordination groups, including the project cycle working group, and others as requested.

Research and prospecting

- Research and stay abreast of statutory funding opportunities relevant to Fauna & Flora, to generate new statutory prospects for programme and/or cross-cutting teams, as appropriate.
- Ensure funding information is accessible across Fauna & Flora, by maintaining up-to-date briefs on donors, in-country opportunities, and upcoming and newly published funding opportunities, via Canopy, Yammer, briefing documents, and other tools.

Other

- With the agreement of your Line Manager, perform any other tasks that may be requested of you from time to time, commensurate with your skills, experience and role.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Excellent written and oral communication skills (English)• Strong interpersonal skills• Excellent numerical and data management skills, including strong Excel skills• Strong organisational skills, with structured and methodical approach to work• Ability to prioritise and meet strict, externally-set deadlines• Meticulous attention to detail• Proactive communication and diplomacy skills, such that you effectively manage processes without authority	<ul style="list-style-type: none">• Skills in languages relevant to Fauna & Flora's programme portfolio, in particular Spanish, French, Bahasa Indonesia
Knowledge and experience	<ul style="list-style-type: none">• Experience in developing and drafting donor proposals and reports• Experience of producing written communications for internal and external audiences• Demonstrated ability to meet internal and external deadlines and follow processes involving numerous internal stakeholders• Experience securing and/or managing with restricted donor funding (grants or contracts)	<ul style="list-style-type: none">• Proven track record of securing six-figure, restricted funding from government and/or other institutional donors• Experience of securing funding for international conservation work• Existing knowledge of and experience working with funding from Defra, KfW, Blue Action Fund, or other government donors a plus
Behavioural qualities	<ul style="list-style-type: none">• Self-starter, with ability to work well under own initiative• Team player, demonstrating ability to seek out and harness the views and contributions of others• Shows initiative and a positive approach to dealing with challenges and problems• Ability to build positive personal and organisational relationships• Politically astute and diplomatic	

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| | <ul style="list-style-type: none">• Ability to work in a multicultural context• Demonstrates Fauna & Flora's values• Commitment to Fauna & Flora's mission and vision | |
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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 & 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 relate to the role
- Full CV
- Contact details for two referees (who will not be contacted without your permission)

Applications should be sent to Lydia.spilsbury@fauna-flora.org

Please mark your application '**Programme Development Officer, Statutory Funding**' and indicate where you saw this position advertised.

The closing date for applications is **Sunday, 18 June 2023**. Interviews are likely to be held remotely, week commencing **Monday, 3 July 2023**. Candidates selected for interview will be contacted by email or telephone.

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.

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