Programme Officer, Illegal Wildlife Trade

“In the past century Fauna & Flora 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 with and alongside 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.

Fauna & Flora International in the Caribbean

Fauna & Flora is one of only a few international organisations working in the Caribbean region and is helping to raise awareness on the need for conservation action and to build the capacity of local partners in the region to conserve priority species and habitats.

Fauna & Flora currently support more than a dozen active projects in the Eastern Caribbean all of which were instigated by local request. These projects encompass a variety of themes including climate change adaptation, endangered species recovery, sustainable financing for conservation, and preventing illegal wildlife trade.

The Caribbean Illegal Wildlife Trade project started in 2017 as a response to the concerning illegal trade of Eastern Caribbean reptiles for the pet markets in the US, Europe and Japan. The project covers work on Barbados, Dominica, Saint Lucia, Saint Vincent and the Grenadines, but is looking to expand to other Caribbean islands that are involved in this illegal activity.

The Opportunity

We are looking for a qualified person to join Fauna & Flora as a Programme Officer to provide administrative and technical support to the implementation, monitoring and evaluation of an anticipated three-year Combating Wildlife Trafficking Activity (CWTA) project to combat wildlife trafficking as a means to reduce threats to biodiversity in the Caribbean region. Working under the direction of the Project Manager, CWTA (Chief of Party), the role will involve close collaboration with Fauna & Flora staff, and coordination of partners and stakeholders in Barbados, Dominica, Saint Lucia, Saint Vincent and the Grenadines, the Dominican Republic, and across the region.

We are looking for an experienced coordinator with the ability to support complex conservation projects, including operational and financial administration. Capable of building good relationships with partners and donors, and knowledge in supporting grant compliance, including from statutory donors, as well as an understanding of donor-funded project needs and requirements. You will have strong technical skills in either illegal wildlife trade and/or social sciences and conservation.

We offer an environment where you can grow the professional skills necessary to collaborate effectively with nongovernmental organisations and conservation partners and stakeholders, as well as strengthen your already effective verbal and written communication skills.
You will be working within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation and join us in our mission to save nature together.

Final appointment will be contingent on confirmation of funding.

Terms and Conditions

Start Date: As soon as possible
Duration of Contract: Three-year, fixed term contract
Probation Period: Three months
Gross Salary Range: circa USD 21,400 per annum
Location: Antigua
Other locations in the OECS could be considered
Benefits: 20 working days’ annual holiday entitlement plus Public/Bank Holidays
Hours of Work: This is a full-time position, working Monday to Friday from 8.00am to 5.00 pm, with a one-hour lunch break.

Job Description

Job title: Programme Officer, Illegal Wildlife Trade
Reporting to: Project Manager, Combating Wildlife Trafficking Activity (CWTA) (Chief of Party)

Key working relationships: Programme Manager, Caribbean
Programme Finance Officer, Americas & Caribbean
Finance & Admin Officer, Caribbean
Sub-regional Manager, Caribbean
Finance Business Partner, Americas & Caribbean
Programme Manager(s), Caribbean
Technical Specialist, Wildlife Trade
Partner organisations

General Responsibilities:
Under the line management of the Project Manager, CWTA (Chief of Party), the Programme Officer will provide technical and administrative support to the anticipated three-year CWTA project. Working closely with the Chief of Party and Caribbean Programme Manager, this role will provide timely support to the timely, effective implementation, monitoring, and reporting of the
CWTA project, assuring high standards of internal compliance and grant administration.

Specific Duties:

Project support

- Support with direct implementation of selected activities including co-organising and co-facilitating multi-stakeholder national and regional meetings and training workshops, including recording and disseminating minutes as needed
- Liaise with Fauna & Flora’s Communications team and with partner organisations in the design and dissemination of communication materials to promote the project
- Under the guidance of the Sub-regional Manager, Caribbean and Programme Manager Caribbean, actively contribute to project development. This includes contributing ideas for new projects, participation in project planning workshops and contributing to development of funding proposals
- Produce or contribute to reports for external and internal stakeholders on project progress
- With guidance from the Programme Manager and Wildlife Trade Specialist, take responsibility for ensuring that necessary data are collected to deliver research-based activities and track progress against Fauna & Flora’s Caribbean IWT M&E plan
- Work with the Programme Manager to ensure data collected by the project feeds into regular adaptive management processes, involving key project partners

Financial Administration

- Support financial administrative tasks, including:
  - support the team with checking monthly expenditure against budget
  - collate data from field and in-country team members and partners for financial and grant reporting
- Assist in the preparation of sub-grant agreements, MoUs, consultancy contracts and ensure appropriate input from relevant Americas & Caribbean colleagues, Fauna & Flora Operations and HR team members
- Work with the Programme Manager, to support compliance with donor requirements including procurement, and financial administration
- Maximise the use of internal Fauna & Flora finance and operations systems to support grant management processes and support project staff to do the same
- Provide support to senior team members with expense claims and cash advance returns

Project Administration

- Carry out administrative tasks, including: supporting team meetings, arranging courier logistics, assisting with grant and institutional audits, ensuring data storage management following Fauna & Flora data management framework and directing internal and external enquiries as appropriate
- Support team members in the procurement and purchase of equipment and services as required, ensuring adherence to relevant Fauna & Flora’s and donors’ policies and procedures
As requested, prepare and coordinate the transportation of field equipment from the UK to in-country offices by travelling team members.

Collaborate with relevant individuals from other Fauna & Flora departments and regional programmes, as other organisations operational in the region, as required in fulfilment of your duties as well as other organisations operational in the region, as required in fulfilment of your duties.

Travel and Meeting Coordination

- Assist Fauna & Flora staff with travel arrangements ensuring adherence to Fauna & Flora travel procedures, including: booking flights and accommodation, providing visa application support, organising diaries and coordinating associated documentation.
- Assist in the organisation, arrangement and development of team meetings, regional events, including conferences, regional, and other team meetings, and conference calls, and provide administrative support as appropriate, including recording minutes.

Other

- Participate in and contribute to Americas & Caribbean team meetings.
- Work in full compliance with Fauna & Flora policies and procedures and other protocols, ensuring work is done to high quality and within budget.
- Undertake other activities that you may, from time-to-time, be asked to perform by the Project Manager, Combating Wildlife Trafficking Activity (CWTA) (Chief of Party) commensurate with your skills and experience and project aims.

Person Specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | • Technical conservation skills preferably in illegal wildlife trade and/or social sciences  
        • Excellent proven administrative and coordination skills  
        • Good organisational and time management skills, with structured and methodical approach to work and a clear focus on outputs  
        • Ability to generate, compile and analyse technical information, including qualitative and quantitative data  
        • Excellent interpersonal, verbal and written communication skills and a good reporting writing style  
        • Excellent attention to detail  
        • Ability to work under pressure and to turn work around to tight deadlines  
        • Fluent written and spoken English | • Proficiency in a language relevant to the Americas & Caribbean region (e.g. Spanish, French, Creole)  
        • Ability to summarise technical information for a range of audiences |
| Knowledge and experience | Proven experience in an administrative support role
| | Experience working with local partner organisations, authorities and communities in different cultural contexts
| | A degree or equivalent professional experience in a relevant field such as biodiversity conservation, sustainable development/development studies, criminology and criminal justice or a related field
| | Relevant knowledge of illegal wildlife trade issues in the Caribbean
| | Experience of financial management
| | Experience carrying out social research, particularly in relation to sensitive topics, such as illegal wildlife trade
| | Experience working in the Eastern Caribbean
| | Experience working on USAID funded projects
| Behavioural qualities | Ability to build positive personal and organisational relationships
| | Excellent team player with the ability also to work well under own initiative
| | Shows initiative and a positive approach to dealing with challenges and problems
| Other | Commitment to Fauna & Flora’s mission and values
| | Eligibility to reside and work in the OECS

## 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 inclusive, supportive & respectful  
• We get things done  

How to Apply

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to marisa.victor@fauna-flora.org.

In your cover letter, please explain why you feel you should be considered for this post, highlighting your relevant skills, knowledge and experience and how they meet the requirements of the role profile.

Please mark your application ‘Programme Officer, Illegal Wildlife Trade’.

The closing date for applications is 16 July 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.

No agencies please.

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 ema.infante@fauna-flora.org

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