Conservation Leadership Programme (CLP), Monitoring & Evaluation Intern

“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 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.

The Conservation Leadership Programme

Fauna & Flora is a partner in the Conservation Leadership Programme (CLP), a hugely successful and longstanding programme that awards project funding and provides targeted capacity building (training, internships, mentoring and an active alumni network) to future conservation leaders mainly working in developing countries.

The mission of CLP is to support the next generation of leaders to better understand and conserve the natural world by building their professional skills and providing them with opportunities to advance in their careers.

Since 1985, CLP has been providing vital career stepping stones to an extensive network of over 2,800 conservation practitioners who have delivered outstanding results, contributed to the advance of scientific knowledge and delivered practical actions to overcome threats to species and habitats. CLP alumni have discovered new species, started their own non-governmental organisations and used their results to designate important conservation sites. Their ongoing initiatives are also helping to monitor the state and health of the planet.

The Opportunity

Funding is needed to support the future of the Conservation Leadership Programme (CLP). To attract new funders, identifying and communicating the impact of our work has never been more important. Fauna & Flora and CLP are offering a paid internship for a three-month period. This role would work on our newly developed monitoring, evaluating and learning (MEL) framework, bringing it to life so that the CLP management team and our network of 3,000 alumni are living and breathing the shared impact we make.

CLP is looking for a passionate and proactive individual with strong interpersonal and communication skills and previous experience of data collection and analysis. You will support the full implementation of the MEL framework across the CLP partnership and develop skills that are highly valued in the conservation sector. These skills include; monitoring & evaluation, survey design, facilitation, strategic development and communicating impact. Additionally, the intern will have the opportunity to work across the CLP partnership and gain valuable experience working in a diverse cultural setting and across time zones.

The successful applicant will have:

- An interest in capacity-building for conservation,
- Some experience of database management, data collection and analysis.
Note that this internship has been designed to create a professional development opportunity for people who are new to the conservation sector. Therefore, applicants should have less than two years paid or unpaid experience in the conservation sector (not including academic work).

Terms and Conditions

Start Date: As soon as possible

Duration of Contract: Three months

Probation Period: 4 weeks

Salary: £20,320 per annum

Location: Fauna & Flora, 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 Fauna & Flora UK offices are closed

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: Conservation Leadership Programme (CLP), Monitoring & Evaluation Internship, Fauna & Flora

Reporting to: Programme Officer, CLP

Key Relationships:

Executive Manager, CLP
Communications Executive, CLP

Purpose:

Since 2022, the CLP management team has invested significant time and resources into reevaluating our strategy and creating a new monitoring, evaluation and learning framework to effectively understand and communicate our impact. From 2023 onwards, the correct implementation of this framework will be key to approaching donors and securing funding.
Currently, there is a capacity gap within the CLP team where support is required to fully implement the framework across the partnership. We believe that this gap represents an excellent opportunity for an early-career individual to join our programme for a three-month placement and develop skills that are highly valued in the conservation sector.

Specific Duties:

Over the three-month duration of this placement, the intern will assist the CLP management team and develop their knowledge in the following areas:

- Mapping our methods of data collection;
- Revising our methods of data collection using the MEL framework;
- Integrating the use of the MEL framework into the CLP workplan;
- Gathering feedback on the framework from CLP alumni and partner organisations;
- Creating communications pieces and visuals to convey our impact;
- Sharing media on CLP communications channels.

Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Skills</strong></td>
<td>• Excellent interpersonal and communication skills (written and verbal), including ability to liaise across teams and cultures</td>
<td>• Proficiency in spoken/written French or Spanish</td>
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<td>• Ability to plan, organise and prioritise workload</td>
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<td>• Fluent written and spoken English</td>
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<td><strong>Knowledge and experience</strong></td>
<td>• Use of MS Office Software Suite</td>
<td>• Knowledge of quantitative and qualitative survey methodology</td>
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<td>• Experience of data collection and analysis</td>
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<td>• Experience of data management</td>
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<td><strong>Behavioural qualities</strong></td>
<td>• Open to learning and able to pick up new skills quickly</td>
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<td>• Builds positive working relationships</td>
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<td>• Team player, also able to work independently and use own initiative</td>
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<td>• Commitment to FFI’s values</td>
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<td>• Interest in and empathy with Fauna &amp; Flora’s mission</td>
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<td><strong>Other</strong></td>
<td>• Less than two years paid or unpaid experience in the conservation sector (not including education)</td>
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<td>• Pre-existing right to work in the UK</td>
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<td>• Available for the full duration of the internship</td>
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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 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 henry.rees@fauna-flora.org

Please mark your application ‘[YOUR NAME] - Conservation Leadership Programme (CLP) Internship’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is at midnight on Sunday, 9 July 2023. Interviews are likely to be held during the week commencing 31 July 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

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