Programme Manager, Central America

“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.

Americas & Caribbean Programme

The Americas & Caribbean Programme works to deliver Fauna & Flora’s mission in the wider Caribbean and Latin America. With a regional base in Cambridge, the programme has staff in Nicaragua, Antigua and Saint Lucia, and additional projects with partners in Ecuador, Belize, Honduras, and a growing number of Caribbean islands, including Saint Lucia, Antigua & Barbuda, Anguilla, Barbados, Dominica and St Vincent and the Grenadines.

The Americas & Caribbean Programme seeks to bring Fauna & Flora expertise, innovative approaches and resources to bear on landscape, site and species conservation and the associated challenges of sustainable development, especially for those local people and stakeholders who depend on the natural ecosystem for their livelihoods. We work both at site level and on national policies. In every location we cooperate with partner NGOs, local and national government, communities, industries and other stakeholders and seek to respond to their conservation priorities and build local capacity. Target habitats and species include coastal and marine habitats in the eastern tropical Pacific and Caribbean, dry forest, and endangered island endemics of the Caribbean. We also work on charismatic flagship species, notably sea turtles, for which we have an extensive programme, which is centred on Nicaragua but cooperates regionally.

The Opportunity

We are seeking an experienced conservationist to support the development, management and delivery of Fauna & Flora’s portfolio of marine and terrestrial projects in the Americas & Caribbean, with a focus on Central America.

You will be skilled in providing strategic advice and technical inputs to the design, implementation and evaluation of projects, and in building the capacities of partner organisations. You will have relevant technical knowledge and experience working at field and policy levels on conservation projects in Central America or the Wider Caribbean. You will be highly organised, self-reliant and excellent at working collaboratively with project staff, partners, and technical specialists from diverse disciplines. Strong project management skills, a solid track record of operational and financial management, and the ability to adapt to the statutory and regulatory frameworks within which Fauna & Flora operates, are essential.

You will work closely with other members of the Americas & Caribbean team and cross-cutting technical teams to ensure activities are well aligned with regional strategies and Fauna & Flora business plans. You will be able to represent Fauna & Flora’s programme and approaches effectively
and to build relationships with governments, non-governmental partners and a range of stakeholders. You will be able to communicate fluently in both English and Spanish, have excellent writing skills and experience of fundraising.

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 international travel will 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.

Terms and Conditions

Start Date: As soon as possible
Duration of Contract: Permanent
Probation Period: Six months
Salary: £35,000- £37,500 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
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-Friday inclusive
Job Title: Programme Manager, Central America

Reporting to: Senior Programme Manager, Central America

Key Relationships:
- Director of Operations, Americas & Caribbean
- Programme Manager, Americas & Caribbean
- Americas & Caribbean team in UK and in the region
- Conservation Partnerships cross-cutting technical specialists and teams
- Development and Communications teams
- Finance Business Partner, Americas & Caribbean
- Partner organisations

Working with:
In accordance with the ‘One Fauna & Flora’ approach, the Programme Manager will work collaboratively and constructively with staff from across the organisation, partner NGOs and for-profit entities, national and local government agencies, community-based organisations, academic institutions, funders and donors.

Purpose:
Support the development and implementation of Fauna & Flora’s portfolio of marine and terrestrial projects in the Americas and Caribbean Programme, in line with our mission, vision and values. Working as part of the Americas & Caribbean team, the specific purposes of the role are:

- To ensure effective development, grant management and operational and technical delivery of a portfolio of projects within the Americas & Caribbean Programme - with a focus on Central America - in accordance with Fauna & Flora’s policies, procedures and standards and in line with donor requirements.
- To provide appropriate strategic guidance and technical support to our in-country teams and partners to strengthen delivery of these and other projects and shared objectives, including fund-raising for them.
- To support the design and development of new projects, in collaboration with Fauna & Flora teams and partners.

Specific Duties:

Programme Management

- Work as part of the Fauna & Flora team to support effective planning, implementation, and monitoring, evaluation and learning (MEL) of a portfolio of Fauna & Flora projects within the Americas & Caribbean programme, including but not limited to projects in Nicaragua and Honduras.
- Ensure effective day-to-day management of specified projects, in collaboration with in-country teams and partners, ensuring compliance with Fauna & Flora’s strategic objectives, operating standards, policies and procedures.
- Build and maintain collaborative relationships and regular communications with in-country teams, partners and stakeholders, as the foundation for achieving the long-term goals of these projects.
and of other projects that may be developed, taking a lead on managing particular partnerships where appropriate.

- Oversee the administration and financial coordination of specific grants, including tracking delivery against work plans and targets, forecasting expenditure and ensuring compliance with donor agreements and requirements, including procurement processes.

- Ensure compliance with Fauna & Flora’s data management protocols and systems, and with donor requirements for data sharing, in coordination with Americas & Caribbean colleagues in UK and in the region.

- Coordinate with the Senior Programme Manager and relevant Fauna & Flora colleagues to ensure that all partner due diligence processes are conducted and updated as needed, and appropriate partner agreements (including Memoranda of Understanding and sub-grant agreements) are in place and adhered to, in line with Fauna & Flora policies and procedures (including Delegation of Authorities) and donor requirements.

- Where necessary and as agreed with the Senior Programme Manager, adapt project plans and coordinate budget adjustments, ensuring donor requirements are met and Fauna & Flora systems are updated accordingly.

- Write and ensure timely submission of narrative and financial reports, including annual reporting, within agreed deadlines as required by Fauna & Flora and our donors.

- In coordination with the Finance Business Partner, Finance Officer and Director of Operations, participate in Fauna & Flora annual budgeting and reforecasting processes and ensure that financial management and contracting meets all institutional and donor auditing requirements.

### Technical Support

- Provide direct technical advice and inputs to projects in Central America, and to other projects of the Americas & Caribbean programme as required, in accordance with the post-holder’s areas of expertise – including, but not limited to, conservation issues and priorities, project design, development, implementation and monitoring.

- Facilitate the provision of technical support to projects in Central America, drawing upon internal and external technical expertise on topics including, but not limited to, social equity and rights, safeguarding, enterprise development, wildlife trade, sustainable agriculture, fisheries management, climate resilience, sustainable finance, MEL. Oversee the inputs of Fauna & Flora staff and consultants as appropriate.

- Support Americas & Caribbean Programme staff and cross-cutting teams to build the organisational and technical capacity of in-country partners, facilitating the provision of technical support as required in line with strategic plans and institutional agreements.

- Where appropriate, facilitate the delivery of technical training for Americas & Caribbean staff and partners, in accordance with project plans and needs.

- Provide input, where appropriate, on other technical work undertaken by the Americas & Caribbean programme or other Fauna & Flora teams - this may involve capacity building, workshop facilitation and conservation assessments.

### Fundraising & Development

- Help secure appropriate levels of funding for projects in line with programme and project strategic plans, and Fauna & Flora’s high-level strategy. Collaboratively develop and draft funding proposals, in coordination with partners and Americas & Caribbean colleagues in the UK and in the region, including the Programme Development Manager. Where appropriate, assist in-country partners to draft their own funding proposals.
- Engage in strategic planning and project design processes for relevant projects within the Americas & Caribbean programme, with a particular focus on Central America.
- Help develop relevant project concepts for internal approval, in line with approved strategic plans and Fauna & Flora’s project cycle, in coordination with partners and Americas & Caribbean colleagues in the UK and in the region, including the Programme Development Manager.
- Identify potential opportunities to scale up existing projects (e.g. additional geographies, national outcomes, regional impact) or to initiate activities in other locations. Participate in the investigation and, if appropriate, development of these opportunities.
- Work with the Finance Business Partner and relevant partners and Americas & Caribbean colleagues in the UK and in the region, to ensure adequate resourcing and accurate budgeting for projects, including appropriate staffing and cost recovery.
- Engage with the Fundraising team, partners and Americas & Caribbean colleagues to nurture relationships with existing and prospective donors and to identify new fundraising opportunities.

**Learning, Capacity Building and Communication**

- Help ensure effective MEL of projects in Central America – including the documentation and sharing of lessons learned - supporting project teams and partners to design and implement appropriate monitoring frameworks, conduct after-action reviews and evaluations, and develop case studies.
- Work with the Senior Programme Manager to improve internal and external knowledge of our portfolio in Central America, including but not limited to contributions to internal working groups, external conference presentations, and liaising with the Communications team to generate material for Fauna & Flora publications and online content.
- Ensure that all reports and project outputs are of a high standard and, reflect Fauna & Flora’s philosophy and brand (including any donor branding requirements).

**Other duties:**

- Network appropriately, in order to maintain a thorough, up-to-date understanding of the context for conservation and development in Central America.
- Conduct site visits to projects, as requested and necessary, in line with project plans, approved budgets and Fauna & Flora’s Travel Policy.
- Assist the Director of Operations, Senior Programme Manager and in-country teams to ensure compliance with national legal and administrative requirements, as necessary.
- Where requested, represent Fauna & Flora and the Americas & Caribbean programme at meetings and events.
- Participate in other shared Fauna & Flora tasks, such as technical reviews for internal and external grant funds.
- With agreement of the Senior Programme Manager, perform any other tasks that may be requested from time to time that are appropriate to skills and experience.
## Person Specification

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| **Skills** | **Skills in planning and delivering training courses**
| | • Partnership facilitation skills |
| ▪ Excellent project management skills with proven experience in project design, development, implementation, impact monitoring, evaluation and learning | |
| | ▪ Technical conservation skills preferably spanning a range of fields e.g. ecology, fisheries, forestry, community development, economic instruments, technological tools, law or climate change. |
| | ▪ Excellent financial management and numeracy skills, including budgeting, financial tracking, and reforecasting |
| | ▪ Excellent verbal communication, presentation and networking skills, to both technical and non-technical audiences |
| | ▪ Excellent written communication skills, including report and proposal writing |
| | ▪ Prioritisation and time management skills, with ability to work to multiple deadlines and a clear focus on delivery of results |
| | ▪ Highly organised |
| | ▪ Fluency in English and Spanish (spoken and written) |
| **Knowledge and experience** | |
| ▪ Considerable experience of working in and/or implementing conservation projects across Central America, or wider Latin America | ▪ Experience of working with remote teams |
| | ▪ Technical expertise in areas of conservation specifically, covering at least one of: community-led conservation, sustainable livelihoods, integrated landscape management, social equity and rights |
| | ▪ Proven fundraising record, with experience nurturing and managing donor relationships and grants |
| | ▪ Experience of working with PA/MPA projects in Latin America |
- Understanding of the statutory and regulatory frameworks within which NGOs like Fauna & Flora operate
- Experience working with multiple partners, including government agencies, communities and community-based organisations, partner NGOs and for-profit entities
- Advanced degree or equivalent qualification in conservation field or related science/social science or equivalent work experience
- Experience working for or closely with NGOs

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<th>Behavioural qualities</th>
<th>Commitment to organisational and legal compliance and to responsible management of donor funds</th>
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<td>Demonstrates Fauna &amp; Flora’s Values</td>
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<td>Impact-driven</td>
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<td>Rigorous and diligent approach to work</td>
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<td>Ability to work under pressure, problem solve and to deal with challenges in a constructive way</td>
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<td>Team player, demonstrating ability to seek out and harness the views and contributions of others</td>
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<td>Self-starter, able to work well under own initiative</td>
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<td>Ability to build positive individual and organisational relationships</td>
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<td>Cultural awareness and sensitivity</td>
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<td>Appreciation for importance of equality, diversity and inclusivity</td>
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<th>Other</th>
<th>Commitment to and empathy with Fauna &amp; Flora’s mission and vision</th>
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<td>Ability to undertake international travel</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 inclusive, 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.duffy@fauna-flora.org

Please mark your application ‘Programme Manager, Central America’ and indicate in your covering letter where you saw this position advertised.

The closing date for applications is Monday, 10 July, 2023. Interviews are likely to be held during the week commencing 17 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.