Programme Officer, 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

FFI is seeking qualified candidates for the position of Programme Officer, Central America, to help ensure effective delivery of Fauna & Flora's portfolio of marine and terrestrial projects in the Americas & Caribbean Programme.

You will support a range of projects and initiatives, with a focus on Central America, undertaking technical reviewing, research and administrative tasks, in coordination with Americas & Caribbean colleagues in Cambridge and in the region. You will work with Americas & Caribbean staff and partners on project design and Monitoring, Evaluation and Learning (MEL), to strengthen assessment of grant, project and programme impact, including supporting teams with data management, analysis and communication. You will also contribute to fundraising and wider communications for the Americas & Caribbean programme, with a focus on Central America.

You will have a good understanding of conservation issues. You will have excellent information management, research and administrative skills, alongside excellent writing and communication skills, including fluency in Spanish. You should be a team player, demonstrating ability to seek out...
and harness the views and contributions of others, and to work collaboratively with project staff, partners, and technical specialists from diverse disciplines.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation. In addition, FFI 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: Circa £26,000 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 Description

Job Title: Programme Officer, 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 FFI’ approach, the Programme Officer 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:

The post-holder will support the delivery of Fauna & Flora’s portfolio of marine and terrestrial projects in the Americas & 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:

• Provide a flexible support function across the team and to a range of projects and initiatives, with a focus on Central America - including technical reviewing, research and administrative tasks
• Provide support to Americas & Caribbean colleagues and partners on project design, impact Monitoring, Evaluation and Learning (MEL) at grant, project and programme level
• Contribute to project development, communications and fundraising for the Americas & Caribbean programme, with a focus on Central America
• Ensure effective coordination of administrative activities across the Americas & Caribbean Programme

Specific Duties:

Programme Administration

• Maintain effective structures and processes to coordinate and track project delivery and grant administration across the Americas & Caribbean programme, with a focus on Central America, taking into account Fauna & Flora’s policies and procedures, and grant terms and conditions.
• Support relevant Americas & Caribbean staff in the UK and in the region to help ensure effective and timely delivery of project activities in line with workplans and budgets. This may include, but is not limited to, the preparation of subgrant agreements, data sharing agreements, consultancy contracts and partner due diligence processes, and ensuring that these are prepared and approved in accordance with institutional policies and procedures and donor requirements.
• Support Americas & Caribbean colleagues in the UK and in the region, including the Programme Development Manager, with the timely preparation and submission of funding proposals and budgets and donor reports, ensuring full compliance with Fauna & Flora’s project cycle.
• Support Americas & Caribbean programme staff in the UK and in the region to keep filing systems ordered and fit for purpose on internal storage platforms, in compliance with Fauna & Flora’s data management protocols and systems, ensuring ease of access to information. This includes, but is not limited to, secure storage of grant information and project outputs on our intranet, and data and milestones on our online financial system.

Technical Support
• Support Americas & Caribbean programme staff in the UK and in the region to deliver projects in line with current scientific knowledge, best practices and innovation – undertaking and compiling desk-based literature reviews on specific thematic topics, evaluating information and presenting findings to directly inform project implementation as needed (for example, biological monitoring techniques, use of technology in conservation).
• Support Americas & Caribbean programme staff and partners to design and implement robust research, where needed facilitating technical inputs via Fauna & Flora cross-cutting teams, academic collaborators, external consultants or other experts, to ensure a high quality of scientific output.
• Where appropriate, co-facilitate the delivery of technical training for Americas & Caribbean staff and partners, in accordance with project plans and needs.
• Support the drafting and reviewing of technical and financial donor reports in close collaboration with Americas & Caribbean staff and partners.
• Support the writing of technical reports and papers, and present and share scientific findings at relevant internal or external fora, as required.
• Supervise students, temporary internships and work placements as required.
• Support programme staff in the UK and in the region to maintain and draw upon external expert networks, relevant to the work of the Americas & Caribbean programme.

Monitoring, Evaluation and Learning
• Help ensure effective project monitoring, evaluation and learning, and tracking of conservation impact of projects in Central America, supporting project teams and partners to design and manage monitoring databases and collate project evidence in line with project monitoring frameworks, including tracking and reporting against donor specific indicators and baselines.
• Contribute to and support Americas & Caribbean colleagues in the UK and in the region with the timely preparation and submission of annual reports, with a focus on Central America, as part of Fauna & Flora’s system of assessing the impact of our portfolio of projects.
• Support Americas & Caribbean staff and partners in the collection, compilation and analysis of project data and help ensure that all reports and project outputs (including technical reports and publications) are of a high scientific standard.
• Contribute to internal and external lessons sharing, where requested facilitating compilation of lessons to inform Fauna & Flora and partner practice, and help generate a culture of learning from both failures and successes.

Programme Development and Communications
• Contribute to the design and planning of the projects in Central America, including the development of theories of change, project workplans and identification of fundraising priorities.
• Support the development and writing of agreed project proposals.
• Liaise with the Communications team, programme staff and partners to communicate and promote our projects and regional conservation issues, including drafting media releases and
providing written materials for Fauna & Flora's website, social media and contributing to news stories, blogs, StoryMaps and/or scientific papers.

- Work with the Senior Programme Manager and other programme staff to actively share and disseminate information and knowledge relating to our portfolio in Central America through a range of appropriate internal mechanisms including through contributions to internal working groups.
- Ensure that relevant outputs reflect Fauna & Flora’s philosophy and brand, and comply with any donor branding requirements.

Other duties:
- Conduct site visits to projects, as requested and necessary, in line with project plans, approved budgets and Fauna & Flora’s Travel Policy.
- When required, represent the Americas & Caribbean programme and its Central America projects internally and externally, including maintaining relationships with collaborating institutions and selected donors.
- Participate in other shared Fauna & Flora tasks, such as technical reviews for internal and external grant funds.
- With agreement of your Line Manager, perform any other tasks that may be requested from time to time, which are appropriate to the Programme Officer's skills and experience, and relevant to the scope of this role.

**Person Specification**

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>Technical conservation skills in relevant topics, such as biological</td>
<td>Data handling and/or geospatial analysis skills</td>
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<td>monitoring, marine conservation, climate smart agriculture and/or social</td>
<td>Ability to facilitate capacity development processes</td>
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<td>sciences</td>
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<td>Project coordination skills, with experience in project development and</td>
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<td>implementation</td>
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<td>Excellent administrative skills, including information management,</td>
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<td>budgeting, financial administration and reporting</td>
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<td>Ability to gather and analyse technical information, including qualitative</td>
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<td>Excellent interpersonal and communication skills</td>
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<td>Knowledge and experience</td>
<td>Behavioural qualities</td>
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| - Excellent written communication skills, including proposal and report writing  
- Excellent organisation, prioritisation and time management skills  
- Proven ability to develop and maintain effective working relationships with diverse people and organisations, such as governments, NGOs, community groups and businesses  
- Fluency in written and spoken English and Spanish  
- A degree or equivalent qualification in relevant field, such as biology, marine biology, conservation, ecology, agriculture, or social sciences or equivalent work experience  
- Experience supporting delivery of complex conservation projects  
- Experience supporting complex grant compliance  
- Experience in financial analysis and administration, including preparing financial reports  
- Experience working effectively with partner organisations  
- Experience in producing communications content for external audiences  
- Experience working with local partners, authorities and communities in various cultural contexts  
- Experience in using data management systems  
- Experience of working with remote teams  
- Experience of training individuals in use of systems, policies and procedures  
- Experience of working with PA/MPA projects in Latin America  
- Ability to build positive personal and organisational relationships  
- Demonstrates Fauna & Flora’s Values  
- Excellent team player with the ability also to work well under own initiative  
- Ability to work effectively under pressure  
- Flexibility, reliability, tenacity and efficiency  
- Cultural awareness and sensitivity  
- Appreciation for importance of equality, diversity and inclusivity  
- Commitment to and empathy with Fauna & Flora’s vision and mission  
- Ability to undertake international travel |
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 Officer, Central America’ and indicate in your covering letter where you saw this position advertised.

The closing date for applications is 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.