“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.

WILDLABS

WILDLABS is the central hub for conservation technology, connecting 7,000+ conservationists, researchers, field biologists, engineers, developers, and conservation technology experts from around the world. With huge challenges like wildlife crime and poaching, climate change, deforestation, and extinction threatening ecosystems around the world, it’s more important than ever for conservationists to have access to the tools, resources, and networks needed to rise to those challenges. As a global collaborative programme connecting and supporting conservation tech practitioners around the world, WILDLABS has a strong track record of designing and delivering events and programmes to respond to the conservation technology sector’s capacity needs, providing resources, and capturing key insights to inform policy and longer-term sector-wide priorities.

The Opportunity

The WILDLABS Programme is seeking qualified candidates to work with the Executive Manager and WILDLABS team to manage the start-up and delivery of selected projects under our funding and events programmes. With these projects, including our Conservation Technology Conference and WILDLABS Awards, we aim to bring together a cross sector community and provide critical resources to support collaboration and innovation in the global conservation technology community.

We are looking for an experienced Project Manager to join our team and help deliver projects under our cross-sector funding and events programmes. The ideal candidate will have a passion for wildlife conservation and technology, a proven track record in developing and implementing projects and demonstrated experience in designing and managing impactful in person events for a cross sector audience.

You will have excellent project management skills, with experience in delivering projects that support cross sector exchange of knowledge and resources (including funding, equipment/technology, and volunteer time). You will have strong organisation and problem-solving skills, with the ability to build positive personal and organisational relationships. You will also have a methodical and rigorous approach to work, with experience in developing, implementing and managing the systems and processes to support the delivery of high-quality funding and events projects.

If you meet these requirements and are looking for a new challenge, we’d love to hear from you. You will be joining an international, impactful and ground-breaking organisation, at the forefront of
global conservation. In addition, Fauna & Flora offers a generous pension contribution, attractive annual leave allowance and life insurance.

Our offices are located 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: 18 months
Probation Period: Three months
Salary: Circa £35,000 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, FFI 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: Project Manager, WILDLABS
Reporting To: Executive Manager, WILDLABS
Key Relationships: WILDLABS Programme Teams in Fauna & Flora, WWF-US, and other partner organisations
Key stakeholders in WILDLABS

Purpose
Support the Executive Manager and WILDLABS team in the delivery of the WILDLABS Programme:
• Lead the delivery of the next phase of the WILDLABS Award programme, overseeing the launch of the next round of award, successful selection of high quality candidates and providing ongoing support to the awardees.
• Ensure the effective, efficient and timely management of relevant WILDLABS projects, providing input to project implementation and representing the projects to external audiences.
• Coordinate the successful planning, management and delivery of individual events and conferences which contribute to WILDLABS goals of supporting networking, information flows and collaboration in the conservation technology sector, and raising WILDLABS profile among target markets and audiences.

Key Responsibilities:

Project Management & Development
• Provide project management support to the WILDLABS Programme, and take direct responsibility for the WILDLABS Awards and WILDLABS Conference, ensuring activities and outputs are delivered and reported in a timely fashion in line with project requirements, donor requirements and internal processes.
• Work with the Executive Manager, WILDLABS, to develop and agree aligned workplans to ensure delivery of all project requirements, and to develop new areas of work in line with the wider WILDLABS strategic programme.
• Manage project funds against workplans and project requirements, leading on internal and donor budgeting, tracking expenditure, producing financial reports and ensuring compliance with Fauna & Flora’s financial management policies and procedures.
• Develop, implement and manage processes for the effective monitoring and evaluation of WILDLABS projects, ensuring timely adaptation of activities, as required and following necessary processes for change, to meet project aims, objectives and timelines, and support the dissemination of lessons learnt.
• Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication, as directed by the Executive Manager, WILDLABS.
• Co-develop funding proposals to resource WILDLABS initiatives, as directed by the Executive Manager, WILDLABS.
• Provide support to the Executive Manager in strategic development of WILDLABS.
• Stay abreast of current conservation practice through constant liaison with WILDLABS and partners staff programme teams, and attending seminars, team meetings etc as relevant.

WILDLABS Awards
• Manage annual WILDLABS processes and procedures for WILDLABS Fellowships and Awards including: revision of application materials on an annual basis, review of materials on WILDLABS online awards portal, pre-application review and advising applicants on project design.
• Encourage applications for WILDLABS opportunities, and promotion of WILDLABS at events in the UK and abroad.
• Coordinate external review of awards process and support applicants in submitting their applications.
• Conduct an initial review of applications for WILDLABS Award funding to check for eligibility.
• Recruit reviewers within FFI and externally to conduct voluntary reviews of eligible WILDLABS applications.
• For successful awardees, request and compile all relevant grant documentation including finalised proposals, and contracts to ensure timely grant disbursements
• Design and lead induction calls for successful awardees.
• Maintain close communication with grantees to monitor progress throughout project delivery and support grantees- either in terms of professional development, technology or with project implementation -as requested.
• Record and maintain up to date information regarding awards
• Liaise with Fauna & Flora finance and legal teams to ensure that all grant and sub-grant documentation is reviewed and approved for timely processing of payments to grantees and sub-grantees
• Compile internal quarterly narrative and financial reports on activities, outcomes and impacts related to awards
• Prepare and input into accurate narrative and financial donor reports.
• Contribute to the drafting of WILDLABS annual report.

Conference Organisation
• Lead on all aspects of WILDLABS hosted conferences, including the planning, organisation, promotion, on the day management, follow up and budgeting.
• Mobilise and coordinate key stakeholder and community input and contribution to the conference agenda, format and delivery, including:
  o Initiate planning meetings with key stakeholders and organising parties, maintaining records.
  o Internal stakeholders – identify and support key internal ‘champions’ across WILDLABS collaboration and partner organisations, organising these stakeholders into working groups to deliver different aspects of the conference
  o External stakeholders – identify and engage relevant external stakeholder groups, including potential funder relationships, and facilitate their involvement in conference activities
  o Volunteers – engage and manage international volunteer teams from WILDLABS community to support community ownership and delivery of the conference
• Develop a written and costed integrated marketing communications plan for the conference and associated events. Agree appropriate communications channels and media with staff across WILDLABS and partner organisation, and through effective liaison with the event partners. Implement the agreed promotion, monitoring all campaign elements and instigating further promotion and PR as required to deliver on the agreed event targets.
• Supported by relevant colleagues in the WILDLABS team and partner organisations, plan, initiate and monitor the web presence of the event or conference, including design, content, and quality of dedicated microsites, where appropriate.
• Maintain conference budget records and monitor expenditure, seeking cost savings where possible without compromising the quality of the community experience.
• Manage the process for event-related facilities bookings. Identify space requirements and liaise with potential vendors to secure appropriate space.
• Liaise with external suppliers as required to secure products and services.
• Organise and liaise with speakers (where required), managing and communicating all logistical arrangements.
• Maintain systems for tracking of registrations and attendance. Analyse figures and prepare
• Manage the evaluation process for events, ensuring appropriate follow up is conducted, results monitored, analysed and reported.
• Drive forward process and system improvements to support the delivery of excellent events, including post-event follow-up.

General
• Keep up to date on issues of conservation technology. Engage with WILDLABS programmes and partner organisation’s regional and thematic programmes on conservation technology to monitor trends and needs emerging from the community, so the WILDLABS awards and conference programme evolves to respond to relevant challenges from our community.
• Liaise pro-actively and diplomatically at all levels with the global, regional and national components of Fauna & Flora, WWF, CI and WCS networks to build engagement, enthusiasm and commitment to develop WILDLABS. Additional liaison will take place within other conservation technology and capacity building networks.
• Supervise interns and volunteers when required.
• With the agreement of your line manager, perform any other tasks that may be requested from time to time, commensurate with skills, experience and role.

The Project Manager will also work with the WILDLABS team to support the research and engage global conservation technology community as required. Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation’s activities and structure.

Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Skills</td>
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<tr>
<td>• Excellent project management skills, including project development, planning, implementation, monitoring and evaluation</td>
<td>• Project or grant proposal reviewing</td>
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<td>• Excellent written and oral communication skills, with ability to tailor messaging to different audiences</td>
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<tr>
<td>• Proven ability to develop and maintain effective working relationships with a diverse range of people and organisations, such as governments, NGOs, community groups and businesses</td>
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<td>• Excellent diplomatic and interpersonal skills</td>
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<td>• Persuasive writing skills</td>
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<td>• Strong organisational skills, with structured and methodical approach to work and a clear focus on results</td>
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<td>• Ability to work to multiple deadlines, and prioritise workload effectively</td>
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<tr>
<td>Knowledge and experience</td>
<td>Behavioural qualities</td>
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| - Microsoft Office skills, IT literate and confident user of databases  
- Excellent proof-reading skills  
- Strong research skills  
- Proven experience of project implementation and delivery at a similar level  
- Experience in project management including development, implementation, monitoring and evaluation  
- Proven experience of building and managing a project budget  
- Proven experience of successfully raising donor funds from a range of sources and maintaining donor relationships  
- Experience in developing and manage grants or contracts  
- Experience in designing and managing impactful in person special events for a cross sector audience, such as conferences, receptions or dinners  
- Experience in building and managing relationships with a wide range of individuals and organisations in a range of contexts  
- Experience with agenda setting and meeting facilitation, from one-on-one meetings to larger convenings and roundtables | - Experience of organising special events for major donors  
- Experience in organising international events  
- Understanding of conservation/environmental issues  
- Experience of due diligence processes  
- Knowledge of charity law and tax implications of corporate affinity programmes  
- Experience in fundraising within an international organisation  
- Experience of using an email marketing package such as Campaign Monitor  
- Experience of using online ticketing sites such as Eventbrite  
- A passion for conservation technology  
- Able to work calmly under pressure  
- Results driven  
- Builds positive personal and organisational relationships  
- A team player  
- Able to lead as well as support others  
- Willingness to learn new skills  
- Demonstrates Fauna & Flora’s values  
- Commitment to Fauna & Flora’s mission and vision | - An interest in marketing and community building |
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 stephanie.odonnell@fauna-flora.org. Please label any attached documents with your name.

Please mark your application ‘Project Manager, WILDLABS’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is 9th July. Interviews will be held between 13th-20th July. We anticipate that interviews will be held remotely.

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