Project Coordinator: Developing sustainable sea moss farming methods in Saint Lucia

“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 through 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.

Saint Lucia

The Caribbean is one of the most biodiverse regions in the world. It is home to over 40 million people and to some of the most extraordinary animals and plants and places on Earth, including over 10,000 species that occur nowhere else.

Saint Lucia, a Small Island Developing State (SIDS) situated in the Lesser Antilles, has experienced rapid, exponential growth in native Gracilaria seaweed cultivation, commonly known as sea moss farming. This growth was being fueled by COVID-19's impact on tourism, wherein people displaced from the tourism sector turned to other livelihoods. Even as the tourism sector slowly recovers, sea moss farming remains a considerable revenue-generating activity for many coastal communities.

Sea moss is farmed in the shallow and coastal areas which host some of the island’s most important biodiversity and habitats (coral reefs, sea grass meadows, mangroves, and coastal tropical dry forest), but which are also the areas most impacted by tourism developments, infrastructure projects, and resulting pollutions and erosion. Although sea moss contributes to carbon capture and sequestration, in its current unregulated form, farming presents clear threats to marine biodiversity and marine and coastal habitats in Saint Lucia and other Caribbean islands.

These threats include a significant increase in marine plastics, debris and solid waste entering into coastal habitats and the degradation of terrestrial coastal vegetation in Key Biodiversity Areas (KBAs) due to logging for farm infrastructure. Sea moss farm sites are selected indiscriminately, with some farming and drying taking place in marinas and other high traffic areas where sanitation standards cannot be guaranteed.

This exciting project will work to identify and implement sustainable sea moss farming methods, governance schemes, regulatory frameworks, and market access tools. It seeks to develop, implement and showcase sustainable sea moss farming frameworks in Saint Lucia, providing a much-needed livelihood option that does not harm local coastal/marine environments.

The key project partners include, the Fisheries Department of the Government of Saint Lucia (FD), the Saint Lucia National Trust and Export Saint Lucia, and the project team will work with farmers, community associations, and government to collect and disseminate local ecological knowledge, research technical solutions, and train stakeholders on sustainable growing methods. Sustainable methods and governance mechanisms will be trialed in two pilot sites, and decision-making tools developed to support the replication of best practices nationally and beyond.
The Opportunity

Fauna & Flora is seeking qualified candidates to join the Caribbean Team on a three-year contract, to coordinate the implementation of the Sustainable Sea Moss project. The Project Coordinator (PC) will work closely with colleagues across Fauna & Flora, and under the immediate supervision of the Programme Manager, Saint Lucia. The PC will also work with partners, such as the Saint Lucia National Trust, the Fisheries Division, and sea moss farming associations, Export Saint Lucia and other key stakeholders to coordinate and implement project activities in the field and liaise with key stakeholders and sea moss communities in the project location.

The PC will support the delivery of conservation capacity building to local groups, community engagement and deliver other aspects of the programme’s operations, such as project management and donor reporting.

The post would be ideal for someone with experience in project management, conservation, and sustainable development. This is the opportunity to hone your project management skills, and to foster community participation and sustainable livelihood initiatives.

An excellent team player, you will enjoy working in a dynamic team environment where creative approaches and thinking are being brought to deliver projects. Experience reporting to donors will be an advantage. A degree or equivalent level qualification in a relevant discipline and good experience in a related role and working situation are expected. In return, the role offers the opportunity to work within a ground-breaking conservation organisation, at the forefront of conservation.

Terms and Conditions

Start Date: As soon as possible

Duration of Contract: Three years

Probation Period: Three months

Annual Gross Salary: Circa USD 30,000

Location: Based in Saint Lucia. The Project Coordinator will be home-based, and required to travel to project sites and partners’ offices.

Benefits: 20 working days’ annual holiday entitlement plus Public/Bank Holidays

Hours of Work: This is a full-time position working 40 hours per week, Monday-Friday inclusive.
Job Description

Job title: Project Coordinator, Sustainable sea moss farming project, Saint Lucia

Reporting to: Programme Manager, Saint Lucia

Key Relationships: Staff and consultants in Saint Lucia; partner organisations, including but not limited to the Saint Lucia National Trust, agencies of the Government of Saint Lucia, Fauna & Flora Americas & Caribbean team members based in the region and in the UK, and project stakeholders.

Purpose: Actively support the Programme Manager, Saint Lucia, in the implementation of the Darwin-funded project. Ensure that project deliverables and objectives are met, in line with the terms of donor project agreements, and that project operations are conducted to high standards of health, safety, welfare, environmental good practice and cultural sensitivity, in line with FFI Saint Lucia and FFI global policies, procedures and guidelines.

Functions: The Project Coordinator, will have specific responsibility for project outputs through day to day running of project implementation, and under the guidance of the Project Manager for overall coordination of the project and the work with internal and external partners.

Responsibilities

- Prepare detailed draft annual work plans to be reviewed and approved by the Project Steering Committee (PSC).
- Provide technical support to project partners for project implementation, monitoring and evaluation, facilitating partners and stakeholders to deliver outcomes and outputs while at the same time building their capacity to execute project activities.
- Coordinate, monitor and supervise the tasks of consultants and short-term experts, including inter alia:
  - preparation of Terms of Reference (TORs) for national, regional and international experts
  - drafting of contracts
  - activity scheduling and reporting
  - Support implementation of field tasks
- Develop and maintain positive relationships with project partners and key stakeholders, and work with the Programme Manager, Saint Lucia to ensure that Fauna & Flora continues to be well positioned, respected and valued by relevant authorities, and development and civil society actors.
- Provide regular liaison with the project team, partners and stakeholders to ensure that the decisions and recommendations of the PSC and opinions of the team, stakeholders and partners are fully incorporated within the scope of the project implementation.
- Lead Fauna & Flora and donor technical report writing and editing, coordinating the inputs of team members, cross-cutting teams, specialists and partners, ensuring accurate and timely technical reports as per FFI and donor requirements.
- Prepare project financial reports, with support from the Finance and Administration Officer, Caribbean/Americas, and ensure timely, high quality and accurate technical, operational and financial funder and institutional reporting.
• Document and with the support of the Communications team at Fauna & Flora disseminate results and lessons learned from project implementation to decision makers at country, national, eastern Caribbean and CARICOM regions and wider audiences where appropriate.
• Ensure strict adherence to set government and institutional procedures and protocols for the security of self, beneficiaries, partners, visitors and employers’ assets among others.
• Track project implementation and, in consultation with the Programme Manager, Saint Lucia, and wider Fauna & Flora as appropriate, lead on the integration of outputs and outcomes into wider Fauna & Flora’s work, using clear and collaborative planning processes, including country and project level Theories of Change.
• Ensure coherence in the delivery of day to day project activities in the field, planning and delivery of joint actions across partners.
• Manage project inputs from relevant Fauna & Flora technical and operational staff and consultants, and implementing partners, ensuring all project contracts and sub-award agreements are appropriate to, and comply with, donor requirements, FFI operating standards and the Fauna & Flora Delegation of Authority (DoA).
• Ensure that project monitoring and evaluation is in place and fit for purpose, working with Fauna & Flora team (in Saint Lucia, Caribbean and in Cambridge) and project partners to review results and adapt project implementation as required.
• Be responsible for fund finances including management of cash flow and ensure all expenditure complies with local legislation, donor and Fauna & Flora policies and procedures.
• With the support of relevant Fauna & Flora’s technical teams, ensure that safeguarding measures are in place, understood and strictly implemented by FFI staff, partners and Consultants.
• Ensure the regular back-up and appropriate storage of all project data and financial records, in line with Fauna & Flora data management policy and donor reporting and auditing requirements.

Person Specification

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<th>Essential</th>
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<td><strong>Skills</strong></td>
<td>Project management skills, including project development, implementation, monitoring and evaluation</td>
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<td>Technical skills relating to marine biodiversity conservation</td>
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<td>Ability to communicate publicly (written and oral) and with a wide range of audiences</td>
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<td>Fluency in written and spoken English</td>
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<td>Community participation and engagement</td>
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<td>Financial / budget management skills</td>
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<td>Excellent report writing skills</td>
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<td><strong>Knowledge and experience</strong></td>
<td>A degree or equivalent level qualification in a relevant discipline</td>
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understanding of a range of biodiversity conservation issues and/or strategic/resource use processes
• Experience building capacity for conservation and developing and delivering training
• Good track record in collaborating effectively with partner organizations, including governments, national and local NGOs, community groups and businesses

environmental sciences, fisheries biology, land use planning, marine/water science or related fields
• Experience in marine conservation and fisheries management
• Experience in robust experimental design, data collection and data management
• Experience in stakeholder engagement and effective participation

| Behavioural Qualities | • Self-motivated, demonstrated willingness to think creatively, to problem-solve, and to try new approaches
• Excellent team player who is happy and able to provide support to others
• High standards of integrity, professionalism, and impartiality |
| Other | • Commitment to Fauna & Flora’s mission and values
• Ability to undertake frequent national travel as required
• Current entitlement to work in Saint Lucia. |
| • Based in the South-eastern regions, Praslin, and Vieux Fort to facilitate travel to project site |

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 explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to marisa.victor@fauna-flora.org

Please mark your application ‘Project Coordinator: Developing Sustainable Sea Moss Farming methods in Saint Lucia’.

The closing date for applications is 30th July 2023. Interviews are likely to be held during the week commencing 7th August 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.

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, Sr Human Resources Adviser International, via Email: ema.infante@fauna-flora.org.

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