Caribbean Lead

“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, whilst improving the livelihoods of local people. Our guiding principles are to work 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.

Fauna & Flora in the Caribbean

The Caribbean is a region with immensely rich biodiversity, both terrestrial and marine, including many thousands of endemic species. However, this region has highest extinction rates in modern history, chiefly due to invasive alien species, habitat loss and over-exploitation. The decline of species and degradation of natural ecosystems is in turn endangering millions of people, particularly through exacerbating the impacts of storm surges, droughts and other shocks. Fortunately, many of the problems are reversible. Recent decades have seen encouraging progress to conserve and restore damaged ecosystems and, with this, boost the livelihoods and resilience of islanders.

Fauna & Flora has been working in the Caribbean by invitation on successful projects throughout the Lesser Antilles since the early 1990s, as well as further north in the Bahamas and Bermuda. Through the Global Trees Campaign and Conservation Leadership Programme we have also assisted conservation projects and practitioners in Cuba, Jamaica, Haiti and Trinidad & Tobago. During this time, we have saved more than a dozen species from extinction, restored 28 offshore islands by removing harmful alien species, trained over 500 nationals in environmental restoration and management, and helped establish some of the largest protected areas in this region.

Currently we work closely with local partners across more than a dozen projects in the Eastern Caribbean, specifically Anguilla, Antigua & Barbuda (including Redonda), Barbados, Dominica, Saint Lucia, and St Vincent & the Grenadines, all of which were instigated at local request. These encompass a variety of themes including climate change adaptation, endangered species and habitat recovery, sustainable financing for conservation, and preventing illegal wildlife trade.

With an annual budget of over USD 1.5 million, and rising, the Caribbean programme sits within Fauna & Flora’s Americas & Caribbean Regional Programme and it is an important part of Fauna & Flora’s overarching and vibrant global conservation programme.

The Opportunity

This is an exciting time to be joining Fauna & Flora and to be leading our Caribbean team, as we double down on our commitment to support and enable local partners, working with them to double our impact for the benefit of the biodiversity and the people of the Caribbean region.

The Caribbean Lead will provide conservation inspiration, leadership and management to our established and growing team in the Caribbean, taking a leading role in a programme that spans multiple island nations, including supporting the recovery of threatened species and ecosystems, enhancing the resilience of island communities to climate change, and strengthening the capacity of...
local NGOs, community groups and government agencies. You will motivate, inspire and manage the programme’s team, operations and resources, from conservation project design, planning and fund-raising through implementation to evaluation, representing FFI legally, and ensuring compliance with internal standards, policies and procedures, funder requirements and external legislation.

You will have expertise in managing multidisciplinary conservation programmes and teams, along with a sound technical understanding of conservation and ideally other relevant themes including sustainable livelihoods and adaptation to climate change. You will be a highly motivated, skilled and experienced individual comfortable with working in an international NGO and managing in a matrix-like structure. You will be a team player with effective people management and interpersonal skills, and a leadership style that enables you to build, empower and lead a professional team that delivers to a high standard against project aims, objectives and timelines.

In addition, you will be a highly collaborative and able to think strategically, with proven experience in project design, multi-stakeholder coordination, facilitation and an ability to manage a diverse workload and multiple deadlines. You will be experienced in programme administration and financial management ideally with experience in managing statutory funding. You will also be a credible communicator, who is confident in developing and managing relationships with FFI staff, partner organisations and donors across a broad international diaspora. You will be able to represent FFI confidently and credibly in the conservation field. You will be commitment to FFI’s mission and values. Fluency in spoken and written English is essential and proficiency in a second language relevant to FFI would be an advantage.

In return, the role offers the opportunity to work within an international, impactful and ground-breaking organisation, at the forefront of global conservation.

**Terms and Conditions**

**Start Date:** As soon as possible

**Duration of Contract:** Two years

**Probation Period:** Three months

**Gross Salary:** circa USD 60,000 per annum

**Benefits:** For international appointments, additional benefits may apply

**Location:** Based in Antigua

**Hours of Work:** This is a full-time position requiring flexible working.
Job Description

Job Title: Caribbean Lead

Reporting to: Director of Operations, Americas & Caribbean

Line manages: Caribbean programme staff (currently 8)

Key working relationships: The Caribbean Lead will work closely with Americas & Caribbean regional programme lead and colleagues and with Fauna & Flora cross-cutting teams and operations teams based in the UK. Key external relationships are with national and local government agencies, communities and community-based organisations, international and national partner NGOs, for-profit entities, academic institutions, funders and donors.

Purpose of the Role:

- To ensure the effective leadership, management and technical delivery of Fauna & Flora’s Caribbean portfolio, building an inspiring conservation portfolio, while ensuring sound operational and financial management and compliance with internal policies and procedures.
- To maintain and grow a range of funders and partnerships to sustain the Caribbean programme and associated institutional support.
- To consolidate the Caribbean programme in its existing geographies and to identify opportunities for future expansion.
- To represent Fauna & Flora in the Caribbean programme and beyond, as may be required.

Specific Duties:

Team / Personnel Management

- Maintain a vibrant and engaged team culture, encouraging learning and exchanges of experience across the programme and with other regional, cross-cutting, operations and communications and fundraising teams.
- Provide line management of nominated Caribbean staff through objective setting, continuous performance management, annual appraisal, training provision and personal and professional development planning in line with Fauna & Flora FFI policies.
- Provide technical management of nominated individuals, contributing to objective setting, continuous performance management, annual appraisal, training provision and personal development planning.
- Support team members to ensure work plans are in place to meet project aims, objectives and timelines.
- Liaise regularly with Fauna & Flora colleagues in the region and UK and the partners and sponsors regarding adaptation of the projects to changing regional and global.

Programme Development

- In collaboration with Fauna & Flora’s regional staff and cross-cutting teams, lead on the development of the Caribbean Programme in line with Fauna & Flora’s Business Plan.
- Work in close collaboration with the regional and cross-cutting teams to identify and develop
opportunities, initiatives and collaborative partnerships to address identified conservation priorities.

- Nurture relationships with existing funders, ensuring open and regular communication and hosting donor visits as required.
- Contribute to the identification of prospective funders, in particular those based in the Caribbean, and liaise with Fauna & Flora’s fund-raising teams to pursue funding opportunities and grow the funding pipeline.
- Develop, write and input to project concepts and proposals in line with Fauna & Flora plans and project cycle, ensuring accurate budgeting and cost recovery.

Programme Management

- Oversee and support the inception and delivery of projects across the Caribbean Programme, ensuring compliance with Fauna & Flora operating standards, policies and procedures, relevant national legislation, and contracts and grant agreements.
- Lead the preparation of annual plans, budgets and reforecasting exercises as part of Fauna & Flora’s institutional budgeting process.
- Ensure that project workplans are designed to minimise carbon emissions, without prejudice to the effectiveness of the projects, and that emissions are recorded, with assistance from Fauna & Flora’s technical specialist.
- Oversee the establishment of project teams comprising staff and partner organisations, supported by subgrant agreements, theories of change, workplans and other project management tools.
- Through frequent communication, partner meetings and site visits, ensure that the project teams work effectively, maintain high standards of health, safety, welfare and cultural sensitivity, follow environmental good practice and maintain records of project documents, activities and contacts.
- Ensure that each project is monitored, evaluated and adapted as necessary, in collaboration with the Fauna & Flora Monitoring, Evaluation and Learning team.
- Have direct management responsibility for selected major projects as well as provide guidance and assistance to other Caribbean project managers as needed.
- In areas of your expertise, provide technical inputs to Caribbean projects.
- Build close relationships with relevant government agencies to shape policy frameworks favourable for conservation goals and to enable Fauna & Flora expertise and experiences to inform national and regional policies.
- For all Caribbean projects, ensure timely and accurate technical reporting, both internal and for funders, providing advice, editing and/or direct writing, as may be required.
- For all Caribbean projects, ensure timely and accurate financial planning and reporting, both internal and for funders, drawing on support from Fauna & Flora administrative and financial staff to ensure compliance with all institutional policies and procedures.
- Liaise regularly with Fauna & Flora colleagues in the region and UK and the partners and sponsors regarding adaptation of the projects to changing regional and global context during major hurricanes and other events.

Programme Representation

- Represent Fauna & Flora and the Caribbean Programme, developing its profile and promoting its work to third parties where required, including diplomatic and government agencies, communities, NGOs, for-profit entities, academic institutions, funders and donors, and media.
- Working with FFI’s Policy, regional and other relevant teams, coordinate representation of FFI in relevant policy dialogues with a view to influencing positively policies and investments that impact on biodiversity in the region.
• Represent Fauna & Flora at relevant fora, including consultations, negotiations, national and regional meetings, workshops and briefings.

Legal Compliance
• Act as legal representative of Fauna & Flora as required, ensuring the legal compliance of operations in the region, including registrations, permits, insurances are in place and statutory in-country returns, accounts are submitted
• Ensure compliance with employment and immigration legislation and internal HR policies, procedures and practices
• Ensure tax, social security and other mandatory systems are in place in compliance with local labour and tax laws
• Ensure effective administration of FFI’s operations in the region, including ensuring in-country systems, policies and procedures are in place
• Ensure compliance with Health & Safety legislation and internal policies and procedures
• Remain up-to-date with statutory and regulatory frameworks relevant to operations in the region

Partnership Development
• Identify, develop and nurture partnerships with third parties, including national and local government agencies, community organisations, NGOs, for-profit entities and academic institutions, to support sustainable biodiversity conservation.
• Support the Caribbean Programme staff and cross-cutting teams to build the organisational and technical capacity of in-country partners, providing specialist advice and training within the Caribbean Senior Programme Manager’s areas of expertise, where appropriate.
• Lead development of and support the negotiation of Memoranda of Understanding (MoUs) or similar agreements with regional and national government and partners.

Programme Learning and Communications
• Ensure the Director of Operations, Americas & Caribbean, and Senior Conservation Director are up to date on the status of operations and project delivery in the Caribbean, bringing issues that may affect operations and delivery promptly to their attention.
• Ensure that learning from the Caribbean Programme is documented and shared internally, and externally where appropriate, and informs Fauna & Flora’s involvement in global conservation issues and alliances.
• Keep abreast of emerging trends and good practice at the interface between conservation, climate change, sustainable livelihoods and natural resource governance – both within Fauna & Flora and externally and help share knowledge across the organisation and its partners.
• Identify newsworthy items arising from the programme, and liaise with project staff, partners and the Fauna & Flora Communications team to prepare media releases and articles.
• Lead or contribute to technical reports and papers with academic and other collaborators, working alongside Fauna & Flora and partner staff where appropriate.

General
• Work as an active member of the Americas & Caribbean Programme and in-country project teams and attend relevant regional and team meetings.
• Provide input, where appropriate, on other technical work undertaken by the Americas & Caribbean programme or cross-cutting themes undertaken by other Fauna & Flora programmes. This may involve work such as capacity building, workshop facilitation and conservation assessments.
- With agreement of the Director of Operations, perform any other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of Fauna & Flora and its programmes.

**Person Specification**

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>People management, including team leadership, mentoring and training</td>
<td>• Technical conservation, preferably spanning both ecological and social/economic fields</td>
<td>• Proficiency in a language relevant to the region (e.g. Spanish, French, Creole)</td>
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<td>Project planning, management, monitoring and evaluation</td>
<td>• Financial management, including project budgets of at least $100K</td>
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<td>Strategic planning and programme development</td>
<td>• Communication, including reports, proposals and public presentations</td>
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<tr>
<td>Technical conservation, preferably spanning both ecological and social/economic fields</td>
<td>• Fluency in written and spoken English</td>
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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>An advanced degree or equivalent qualification in conservation/natural resource management or relevant social science field</td>
<td>• Experience managing grants, including statutory funding sources</td>
<td>• Experience working for a local and/or international NGO</td>
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<td>Substantial conservation experience in developing countries, including the Caribbean</td>
<td>• Understanding of statutory and regulatory frameworks within which to operate</td>
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<td>Proven record of ownership of - and accountability for - programme operations and delivery at similar level</td>
<td>• Diverse experience of collaboration with partner organisations</td>
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<td>Technical background on island and species conservation</td>
<td>• Substantial experience managing teams to deliver projects</td>
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<td>Substantial track record of fundraising and nurturing donor relationships</td>
<td>• Experience in institutional development and capacity building</td>
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<td>Experience managing grants, including statutory funding sources</td>
<td>• Experience working at a leadership level within a dispersed team</td>
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<td>Behavioural qualities</td>
<td>Builds positive personal and organisational relationships</td>
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<td>Deals with challenges in a positive way</td>
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<td>Commitment to organisational and legal compliance</td>
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<td>Commitment to organisational values and expected behaviours</td>
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<td>Culturally sensitive</td>
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<td>Works well under own initiative</td>
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<td>Team player, harnessing contributions of others and willing to help with tasks</td>
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<th>Other</th>
<th>Ability to travel regularly and at short notice, mainly within the Caribbean region</th>
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<td>Entitlement to work in the Caribbean</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 hr@fauna-flora.org

The closing date for applications is **27 August 2023**

Please mark your application ‘Caribbean Lead’ and indicate in your covering letter where you saw this 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 HR Adviser (International), FFI, on email: ema.infante@fauna-flora.org.

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