

Senior Programme Manager, Eastern Atlantic Islands



Credit: Jeff Wilson / Fauna & Flora

“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

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

Eastern Atlantic Islands Programme

Formally established in 2020, the Eastern Atlantic Islands Programme is the result of Fauna & Flora's increased investment in conservation efforts in Cabo Verde and São Tomé e Príncipe since 2012 and 2015, respectively, and the recognition of the value of a programme of work focused on the islands along the Atlantic coast.

The main aim of the programme is to support in-country partners in increasing their individual and joint conservation impact, through collaborative work. Through this partner network, we work to support increased collaboration at national and international level, to join up and coordinate both terrestrial and marine conservation, as well as to improve conservation capacity and relationships with government across the region, supported by Fauna & Flora's global expertise.

Cabo Verde

Cabo Verde is an archipelago nation comprising ten major islands and a number of smaller, uninhabited islets. Recognised as a global hotspot for marine biodiversity, Cabo Verde supports a high diversity of emblematic and unique wildlife, including over 20 species of whale, dolphin and porpoise, more than 60 types of shark and ray, and myriad tropical and sub-tropical fish. The archipelago's beaches form the world's third-largest loggerhead turtle nesting ground, and all five endangered sea turtle species forage in its coastal waters. On land, despite the very dry climate experienced by most of the islands, Cabo Verde is home to a wide variety of terrestrial species including over 60 endemic plants, reptiles, and even birds found nowhere else in the world.

In response to increasing pressure on ocean life from tourism development, coastal habitat destruction, and unsustainable and illegal fishing practices such as shark finning, Fauna & Flora initially began working with Cabo Verdean partner organisations in 2012 to protect marine ecosystems. Since then, our portfolio of conservation projects has expanded to include protecting threatened and endemic trees from threats such as overgrazing and invasive species.

São Tomé and Príncipe

With important forest and marine ecosystems and levels of endemism comparable to the Galapagos Islands, São Tomé and Príncipe is recognised worldwide for its high biodiversity, with Príncipe Island designated as a UNESCO Biosphere Reserve.

Fauna & Flora support its local partners to strengthen the conservation of both terrestrial and marine biodiversity, including a large-scale marine project on São Tomé e Príncipe currently managed by a dedicated in-house marine programme within Fauna & Flora.

We work with several partners but have had a particular focus on building capacity of Fundação Príncipe (FP), one of the few locally established NGOs operating on Príncipe, and established in 2015 to promote sustainable development and biodiversity conservation, through projects that strongly focus on supporting the local community and building local capacity.

Engaging proactively with people is central to our work across São Tomé and Príncipe: local support is critical to this work and local people stand to gain the most from the protection of the islands' biodiversity.

The Opportunity

Fauna & Flora is seeking a highly experienced conservation professional to manage its Eastern Atlantic Islands Programme. You will represent Fauna & Flora in the region, driving conservation approaches and innovation, while having overall responsibility for effective management and operations of our programme across Cabo Verde and São Tomé and Príncipe, working in close collaboration with Fauna & Flora teams and partners to ensure strong technical delivery and leading on the development of projects in these countries and elsewhere in the Eastern Atlantic.

You will have a strong proven track record in operational, project, grant and financial management at a similar level. You will be skilled in providing both strategic advice and technical input to the design, development, implementation and evaluation of projects.

Excellent leadership and people management skills are essential to the role to ensure a professional and motivated team that delivers effectively against project aims, objectives and timelines. The role also requires a skilled and credible communicator, who is confident in developing and managing relationships internally and with relevant stakeholders, including governments, non-governmental partners, donors and funders.

An advanced degree or equivalent level qualification in a relevant discipline or equivalent level work experience and strong technical conservation skills are essential. You will have a strong track record in fundraising, experience in institutional development and capacity building and be able to demonstrate an understanding of the statutory and regulatory frameworks within which Fauna & Flora operates in the Eastern Atlantic Islands. Fluency in written and spoken English and Portuguese is essential; Creole or another language relevant to this region is desirable.

In return, the role offers the opportunity to work within a ground breaking and entrepreneurial organisation, at the forefront of global conservation. In addition, you will receive a generous pension contribution, attractive annual leave allowance and life insurance.

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
Gross Salary Range:	£48,070 per annum
Location:	Fauna & Flora, Cambridge 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 to Friday inclusive.

Job Description

Job Title: Senior Programme Manager, Eastern Atlantic Islands

Reports to: Director of Operations, Eurasia

Responsible for: Programme Officer, Eastern Atlantic Islands
Project Manager, São Tomé and Príncipe
Country Manager, Cabo Verde
Grant Manager, Marine Protected Areas, Cabo Verde

Key relationships: Eurasia team, especially the Senior Technical Specialist (Marine) and Eurasia Marine team, who currently manage marine grants on São Tomé and Príncipe.
Eurasia Finance Business Partner
Cross-cutting teams
Operational teams, especially relevant People advisers

Purpose:

- Take overall responsibility for effective management and operations of the Eastern Atlantic Islands Programme, ensuring the Programme follows Fauna & Flora's mission and vision and accords with policy, procedures and standards
- Lead on the development of projects in the Eastern Atlantic Islands region, proactively identifying funders and donors and developing relationships and partnerships that support a sustainable conservation programme, in line with Fauna & Flora's mission, vision and strategic aims
- Ensure in-country operations are compliant with national legislation, regulatory frameworks and Fauna & Flora policies and adhere to high standards of health, safety, welfare, social and environmental safeguards.
- Represent Fauna & Flora in the region and to internal and external stakeholders
- Provide technical input and support to projects as required

Specific Duties:

Programme Management

- Oversee the implementation of project delivery across the Eastern Atlantic Islands Programme, ensuring compliance with Fauna & Flora operating standards, policies and procedures, relevant in-country legislation, and contracts and grant agreements
- Support in-country partners and team members to ensure work plans are in place to meet project aims, objectives and timelines and ensure that projects are implemented in line with work plans and within budget, taking into account Fauna & Flora's existing approaches to project implementation
- Be responsible for overall financial management of the programme, including development of annual budgets and carry out periodic reforecasting for the Eastern Atlantic Islands Programme, in close collaboration with the regional and finance teams, the DoO, Eurasia and Finance Business Partner

- In collaboration with the Monitoring and Evaluation Team, ensure processes for the effective monitoring and evaluation of projects, ensuring timely adaptation as required to meet project aims, objectives and timelines, and support the dissemination of lessons learnt
- Ensure timely and accurate technical, operational and financial donor and institutional reporting, inputting to and providing assistance with report writing and editing as required
- Ensure that proposals, reports and other project outputs produced by programme staff and partner organisations are of a high standard and, wherever possible, reflect Fauna & Flora's philosophy and any donor branding requirements
- Conduct regular site visits and meetings, and work together with in-country partners and team members to resolve problems

Operations

- In accordance with Fauna & Flora's Delegation of Authorities, liaising with the Eastern Atlantic Islands Programme team members and UK People Department where appropriate:
 - Support the in-country teams with the recruitment of local staff and contracting of consultants by in-country programme staff and offices
 - Manage the recruitment of international staff and contracting of consultants by Fauna & Flora UK
- Ensure that in-country managers are up-to-date with statutory and regulatory frameworks relevant to operations in the region and ensure Fauna & Flora operations comply with national laws, statutory regulations and have the requisite insurances necessary for the implementation of Fauna & Flora operations, including HR policies, labour and tax laws
- Oversee and support in-country managers to ensure all in-country systems, policies and procedures comply, to the extent possible, with Fauna & Flora institutional systems, policies and procedures and Delegation of Authorities, including the project cycle process
- Ensure that field operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity
- In collaboration with the DoO, People, Governance and Risk advisers, oversee Fauna & Flora's registration and establishment and running of an office on Cabo Verde

Technical support

- Provide technical advice and input as required on conservation issues and priorities, project design, development, implementation and monitoring on current and forthcoming projects
- Liaise with the Eurasia Marine programme and with relevant cross-cutting programmes to ensure technical advice and input on marine and other relevant conservation issues are effectively fed into relevant projects under responsibility
- Maintain close communications with the Eurasia Marine programme on technical progress of marine projects on Sao Tome e Principe, currently managed by the Eurasia Marine team
- Liaise with project team leaders to ensure the smooth logistical coordination of biological surveys, community outreach and training, village meetings, and other site-based activities, meeting regularly with team leaders, partner organisations, consultants and other stakeholders as needed
- Provide technical advice as required to partner organisations and individual community-based initiatives, including advice in the areas of institutional development, governance and financial management

Partnership Development

- Proactively identify, develop and nurture relationships and partnerships with third parties, including national and local government agencies, community organisations, NGOs, for-profit entities and academic institutions, to maximise the effective delivery of Fauna & Flora's Eastern Atlantic Islands Programme
- Support the Eastern Atlantic Islands Programme staff and cross-cutting teams to build the organisational and technical capacity of in-country partners, in line with approved strategic plans and institutional agreements
- Lead development of and support in country team members on the negotiation of programme/project Memoranda Understanding (MOUs), Memoranda of Agreement (MOAs) with regional and national government and partners, in consultation with the DoO, Eurasia and in accordance with Fauna & Flora documentation and Fauna & Flora's Delegation of Authorities

Programme Development

- In collaboration with the Director of Operations (DoO), Eurasia, lead and coordinate the strategic planning and development of the Eastern Atlantic Islands Programme in line with Fauna & Flora's strategy and operational plans
- Take responsibility for the development of project concepts and proposals, ensuring collaboration with the DoO, Programme Development Manager, Eurasia, Country and Conservation Managers and Technical Specialists, and in line with approved strategic plans and Fauna & Flora's project cycle
- Proactively identify prospective funders and donors and develop tailored proposals to fund approved projects, working with the Finance Business Partner to ensure accurate budgeting, staff and overhead charging and cost recovery
- Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required
- As relevant, expand Fauna & Flora's presence in the region in line with the Eurasia Programme strategy through active engagement on neighbouring Cabo Verdean islands and other Eastern Atlantic Island countries

Programme Representation

- Represent Fauna & Flora and the Eastern Atlantic Islands 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
- Represent Fauna & Flora at key fora, including consultations, negotiations, national and provincial meetings, workshops and briefings
- Act as a first point of contact both internally and externally for Fauna & Flora's Eastern Atlantic Islands Programme

Communications

- Connect the Eastern Atlantic Islands programme with Fauna & Flora's wider conservation efforts through communication and collaboration with colleagues across regional programmes and cross-cutting teams
- Ensure the DoO, Eurasia remains up-to-date on the status of operations and project delivery in Eastern Atlantic Islands, bringing issues that may affect operations and delivery swiftly to his/her attention

- Ensure regular and effective communication and coordination with the Eastern Atlantic Islands in-country teams (including between the in-country teams and the wider Cambridge, UK teams)
- Oversee liaison with the Communications and Fundraising Departments, supporting the Programme Officer, Eastern Atlantic Islands to contribute to communications and fundraising materials as required (e.g. web pages, articles, reports)

General

- Work as an active member of the Eurasia and in-country project teams and attend Eurasia team and protect team meetings.
- Provide strong and motivational line management through objective setting, continuous performance management, annual appraisal, training provision and personal development planning to ensure the efficient and effective delivery of the programme
- Provide input, where appropriate, on other technical work undertaken by the Eurasia 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 DoO, 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

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent project management skills, including project design, development, implementation, impact monitoring and evaluation • Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence • Excellent financial management and numeracy skills, including budgeting, financial tracking and reforecasting • Ability to plan and think strategically • Excellent technical conservation skills, preferably spanning both ecological and social/economic aspects • Excellent verbal communication and networking skills, to both technical and non-technical audiences, with ability to present, negotiate and 	<ul style="list-style-type: none"> • Proficiency in a language relevant to the region

	<p>persuade with confidence and credibility</p> <ul style="list-style-type: none"> • Excellent written communication skills, including report and proposal writing • Excellent prioritisation and time management skills, with ability to work to multiple deadlines and a clear focus on delivery of outputs • Proven ability to assess capacity, mentor and develop skills of programme staff and partners • Fluency in written and spoken English • Working proficiency of Portuguese is essential; fluency in written and spoken Portuguese is strongly desirable 	
<p>Knowledge and experience</p>	<ul style="list-style-type: none"> • An advanced degree or equivalent qualification in conservation /natural resource management or relevant social science field or equivalent level of work experience • Substantial relevant conservation experience, including proven operational and people management and programme development • Excellent technical background and understanding of a range of habitat and species conservation issues • Proven track record in fundraising, with experience developing and nurturing donor relationships • Proven grant management including experience managing statutory funding • Proven experience working effectively with partner organisations, including government agencies, national and local NGOs, community-based organisations and for-profit entities • Experience managing teams to deliver projects • Experience in institutional development and capacity building 	<ul style="list-style-type: none"> • Experience working in a developing country and/or in an NGO environment • Experience working with remote teams

	<ul style="list-style-type: none"> • Experience working at a strategic level within a small and regionally dispersed team 	
Behavioural qualities	<ul style="list-style-type: none"> • Builds positive personal and organisational relationships • Ability to deal with challenges in a pragmatic way • Culturally sensitive • Self-starter, able to work well under own initiative • Team player, demonstrating ability to seek out and harness views and contributions of others • Commitment to organisational and legal compliance and to responsible management of donor funds 	
Other	<ul style="list-style-type: none"> • Ability to travel regularly within the Eastern Atlantic Islands region 	

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 explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to eurasia@fauna-flora.org

Please mark your application '**Senior Programme Manager, Eastern Atlantic Islands**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **4 December 2023**. Interviews are likely to take place during the week commencing **11 December 2023**.

No agencies please.

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, People Adviser, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org

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