Grant Manager, Marine Protected Areas

“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.

Cabo Verde Programme

Situated in the Atlantic Ocean almost 500 kilometres off the west coast of Africa, 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 plants, reptiles, and 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, and our network of local partners has grown to include NGOs across the country: Fundação Maio Biodiversidade (Maio island), Project Biodiversity (Sal island), Biosfera I (São Vicente island), Terrimar (Santo Antão island), Projeto Vitó (Fogo island), and Biflores on the island of Brava. Through this partner network, we work to support increased collaboration at the national level, to join up and coordinate both terrestrial and marine conservation, as well as to improve conservation capacity and relationships with government in the archipelago.

Cabo Verde Team

Fauna & Flora is in the process of establishing an in-country office on Cabo Verde with an initial team of six staff, including the MPA Grants Manager role. Recognising that our work to support partner led conservation across Cabo Verde is growing in scale, we are establishing an in-country office and team to ensure greater locally based support to our partners.

The Cabo Verde team forms part of Fauna & Flora’s Eastern Atlantic Islands Programme, a geographic programme which currently focuses on supporting partner led work on Sao Tome e Principe and Cabo Verde. Work across the Eastern Atlantic Islands Programme is coordinated by two staff, based out of our Cambridge office (a Senior Programme Manager and Programme Officer). The EAI programme team directly oversees and supports our work on Cabo Verde and helps to ensure effective and cohesive collaboration and support from Fauna & Flora’s various technical and operational teams.
The Opportunity

Fauna & Flora is jointly implementing a long-term project to establish an expanded and improved network of Marine Protected Areas spanning the islands of Brava, Maio, Sal, Santo Antão, and São Vicente, as well as the uninhabited Santa Luzia, Raso & Branco, and Rombos islets. In addition to promoting improved co-management of protected areas between the government, NGOs, and communities, and actions to empower women and support more diverse, climate-resilient livelihoods, this project also aims to assist Cabo Verde in achieving its 30 x 30 commitments.

To that end, Fauna & Flora and the six partner organisations listed above have secured a multi-million Euro, 5-year project funded by Blue Action Fund, Oceans 5, and Arcadia, and are seeking an experienced Grant Manager to oversee delivery of the project ‘A network of effective Marine Protected Areas for Cabo Verde’.

The role will involve working closely with key project partners and other contractors to ensure delivery of the grant on time and on budget in full compliance with Fauna & Flora’s and Blue Action’s financial guidelines, within the terms of the Blue Action Grant Agreement, and in accordance with Fauna & Flora policies and procedures.

The successful candidate will have proven experience of managing complex, high-value statutory grants, involving diverse actors, with delivery and monitoring of multiple streams of work. They will have strong organisational and financial management skills, and experience working in the environment and/or development sector internationally. They will be a team player, able to seek out and harness the views and contributions of others, with excellent interpersonal skills, an ability to communicate and collaborate effectively with partner organisations and donors, and the ability to understand the perspective of different stakeholders in order to help identify solutions to obstacles and challenges. They will be self-motivated and committed to producing the highest quality of work.

Terms and Conditions

Start Date: As soon as possible
Duration of Contract: 5 years, with potential to extend
Probation Period: 6 months
Gross Salary: USD 24,225 per annum
Location: Mindelo, Cabo Verde
Benefits: For international appointments, Fauna & Flora expatriate benefits will apply. Note: This is an unaccompanied position.
Hours of Work: This is a full-time position, working 40 hours per week Monday to Friday inclusive
Job Description

Job Title: Grant Manager, Marine Protected Areas, Cabo Verde

Reports to: Country Manager, Cabo Verde
Matrix management from Senior Programme Manager, Eastern Atlantic Islands (SPM)

Key working relationships: Eurasia Regional Team (UK)
Cabo Verde in-country team
Finance Business Partner, Eurasia (FBP) (UK)
Project Consortium Partners

Purpose:
The Grant Manager will be responsible for the implementation of a Marine Protected Areas project in Cabo Verde. This role will maintain overall coordination for the project and its financial management: ensuring it is partner lead delivered on time and within budget. This will involve working closely with key project partners and coordinating technical input from Fauna & Flora staff, to ensure delivery of the project, within the terms of the Blue Action Grant Agreement and in compliance with Fauna & Flora and donor financial guidelines and with Fauna & Flora policies and procedures. The role will support strengthening of internal systems and procedures across several project partners to maintain an effective and dynamic implementation team that delivers impactful conservation action.

Main Duties:

Grant Management

- Support the SPM with effective communication with the donor
- Manage the project to ensure delivery of the grant within timeframe and budget, in compliance with all obligations within the terms of the Grant Agreement, and in accordance with Fauna & Flora policies and procedures, in close cooperation with partner leads
- Ensure all grant agreements, sub-grant agreements and contracts are in place, appropriate to, and comply with, Fauna & Flora’s operating standards, the Delegation of Authority (DoA) and national laws and regulations on Cabo Verde.
- Ensure consortium partners comply with the sub-grant agreements and associate regulations and procedures
- Ensure any non-compliance is addressed or raised through appropriate policies and procedures
- Lead on the projects report writing, coordinating the inputs of Fauna & Flora staff and partners, ensuring accurate and timely technical, operational and institutional reporting as per Fauna & Flora and donor requirements
- Ensure procurement processes for Fauna & Flora are in accordance with donor requirements
- At grant end, lead the grant management and administrative steps required for smooth grant closure and finalisation of all requirements with the donor
Financial Management and Reporting

- Manage project finances with specific attention to tracking and forecasting expenditure to ensure project delivery is on budget and satisfies donor compliance requirements, Fauna & Flora regulations and the Fauna & Flora Delegation of Authorities (DoA)
- Ensure maintenance of project financial records that meet both Fauna & Flora’s in-country and UK-based institutional auditing requirements and internal and donor reporting and auditing requirements
- Analyse project financial performance, including postings and spend, working closely with the Finance Manager Cabo Verde and FBP, Eurasia
- Be responsible for regular budget forecasting and re-budget throughout the year in collaboration with project team as required
- Prepare project financial reports, with support from the FBP (Eurasia), and ensure timely and accurate financial donor and institutional reporting
- Ensure periodic disbursement requests and budget justifications for the donor, supported by the Finance Manager Cabo Verde and the FBP (Eurasia)
- Ensure periodic transfers to project partners as per sub-grant agreements in place, following receipt of accurate and timely project financial reporting from them as required

Project Management

- Lead the development of budgets and work plans for the project, in close coordination with the project implementing partners and key Fauna & Flora staff
- Responsible for ensuring effective and timely delivery of project activities and deliverables against the work plan, targets, reporting timeline and budget, coordinating the inputs of implementing partners, Cabo Verde-based and UK-based Fauna & Flora staff and contractors as necessary
- Manage project inputs from relevant technical and operational staff, consultants and implementing partners
- Coordinate project data and results management, ensuring compliance with Fauna & Flora’s data management framework
- Identify support needed to build the technical capacity of the project partners to deliver the project

Communications & Representation

- Bring to the attention of the Communications Department news worthy items arising within the project and, as agreed, work with the partner leads to develop materials as required (e.g. web pages, articles, reports)
- As required, represent Fauna & Flora at appropriate external meetings and fora, including consultations, meetings and briefings
- Assist with documentation and dissemination of lessons learned internally and externally as agreed and appropriate
- Ensure external communication materials comply with donor branding and identity requirements
Other

- Undertake regular travel to project sites across Cabo Verde and relevant conferences and international meetings as required
- Undertake any other tasks commensurate with the position that may be requested from time-to-time by the CM or SPM

## Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td>• Excellent project management skills with proven experience in project</td>
<td>• Experience of working in West Africa, particularly Cabo Verde, and/or with</td>
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<td></td>
<td>design, development, implementation, monitoring and evaluation</td>
<td>remote coastal/rural communities</td>
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<td></td>
<td>• Excellent financial management and numeracy skills, including budgeting</td>
<td>• Experience working with government agencies, communities and community-</td>
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<td>and reforecasting</td>
<td>based organisations, partner NGOs and for-profit entities</td>
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<td></td>
<td>• Strong organisational skills, with structured and methodical approach to</td>
<td>• Experience in the design and implementation of Marine Protected Area</td>
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<td>work</td>
<td>projects</td>
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<td></td>
<td>• Excellent interpersonal skills, specifically ability to communicate and</td>
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<td>collaborate effectively with partner organisations and donors</td>
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<td>• Excellent written and oral communication skills, including report writing</td>
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<td>• Advanced Microsoft Office skills, including Outlook and Excel</td>
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<td>• Fluency in English and Portuguese (spoken and written)</td>
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<td>**Knowledge and</td>
<td>• Proven experience in financial management of high-value grants (budgets</td>
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<tr>
<td>experience**</td>
<td>totalling in excess of 1m €/USD pa)</td>
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<td></td>
<td>• Experience of project management - delivering complex statutory grants,</td>
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<td>involving diverse actors, and requiring delivery and monitoring of</td>
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<td>multiple streams of work</td>
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<td>• Experience of grant management - legal compliance and the responsible</td>
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<td>management of donor funds</td>
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<td>• Proven experience in managing donor relationships effectively</td>
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<td>Proven experience working in the environment and/or development field internationally</td>
<td>Experience working within a geographically dispersed team</td>
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<td>Degree or qualification in a relevant discipline or equivalent experience in a similar role</td>
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### Behavioural qualities

- Demonstrates Fauna & Flora’s values
- Excellent team player, able to seek out and harness the views and contributions of others
- Ability to understand perspective of different stakeholders, to empathise, in order to facilitate identification of solutions to obstacles and challenges
- Self-motivated and output driven, committed to producing the highest quality of work
- Flexible and adaptable in uncertain and changeable work situations
- Rigorous and diligent approach to work

### Other

- Willingness and ability to undertake regular regional/international travel
- Entitlement to work in Cabo Verde
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 Sara.Calcada@fauna-flora.org.

Please mark your application ‘Grant Manager, Marine Protected Areas’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is Sunday 7 January 2024. Interviews are likely to take place during the week commencing 22 January 2024.

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 Bethan New, People Officer, International on bethan.new@fauna-flora.org.

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