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Senior Programme Manager, Coastal & Marine Conservation Programme

“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.

Cambodia Team

Cambodia supports a rich variety of wildlife and habitats, including Asian elephants, Siamese crocodiles, giant ibises, the largest freshwater lake in Southeast Asia, pristine rainforests and important coastal habitats. Fauna & Flora has been working to support biodiversity conservation and sustainable development in Cambodia since 1996, and established a programme office in Phnom Penh in 2000.

Achievements of the Cambodian programme include: conducting the first benchmark surveys of tigers, elephants, Siamese crocodiles and other wildlife in northern, eastern and southwest Cambodia; contributing to the creation of two major protected areas in the Cardamom Mountains; establishing three community-based wetland sanctuaries; training protected area managers in two wildlife sanctuaries; assisting in the development of national legislation; developing toolkits for addressing human-elephant conflict; helping to establish Cambodia's first marine protected area; establishing Cambodia's first Masters of Science course and national reference collections; publishing Cambodia's first scientific journal, a national field guide to amphibians, and national guidelines for sustainable development in protected areas.

Coastal & Marine Conservation Programme

Starting in 2010, Fauna & Flora Cambodia's Marine Programme supports coastal communities and the Royal Government of Cambodia through a programme of capacity building and technical support. Known locally as the Coastal & Marine Conservation Programme (CMCP), the programme's goal is to protect marine biodiversity and strengthen the resilience of coastal ecosystems and communities in Cambodia, working with partners to establish and manage Marine Protected Areas (MPAs). Since the successful establishment of Cambodia's first large-scale MPA in the Koh Rong Archipelago in 2016 and growing national momentum, the team and partners are replicating this model across Cambodia's important and biodiverse coastline. Over the next years, we aim to further strengthen locally-led coastal management and create a network of well-managed and connected MPAs across Cambodia's coastline, supporting collaborative resource management and sustainable livelihoods while building partnerships to catalyse the development of a representative and effective MPA network.

The Opportunity

Fauna & Flora is seeking a Senior Programme Manager to lead a pioneering project to scale-up collaborative marine conservation and sustainable fisheries management across coastal Cambodia. The Senior Programme Manager will oversee a portfolio of seascape-level and species-focused interventions within the Coastal & Marine Conservation Programme as part of Fauna & Flora's Cambodia Programme. The role will have responsibility for the delivery of a \$4.6 million coastal-wide Blue Action Fund funded project to strengthen MPAs, fisheries governance and coastal community livelihoods in Cambodia.

This position presents a unique opportunity to work with, and develop the capacity of, the government, local NGOs and local coastal communities of Cambodia whilst improving the conservation of the country's marine biodiversity. You will be responsible for overall leadership and project coordination, including liaison with partner organisations to ensure both project efficacy and legacy beyond the current funding. You will have an advanced degree in marine science, or equivalent experience, and a minimum five years' experience working on field-based conservation projects, ideally in Southeast Asia. A dynamic team player, excellent communicator and leader, you will have a strong background in ecological research and project management (preferably in a marine conservation context).

The successful candidate will play a critical role in advancing the protection of marine biodiversity and strengthening the resilience of coastal ecosystems and communities in Cambodia. The role offers the opportunity to hold a key leadership position within a diverse and committed team, working within an entrepreneurial international organisation at the forefront of global conservation.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Three year fixed-term contract
Probation Period:	Six months
Gross Salary Range:	USD 53,200 per annum
Location:	Phnom Penh, with regular travel across Cambodia
Benefits:	<div>For international appointments, Fauna & Flora expatriate benefits apply:<ul style="list-style-type: none">• 25 working days annual leave entitlement• Medical insurance• Annual return flight home• Relocation flight on commencement of employment• Repatriation flight on termination of employment• Relocation allowance/Repatriation allowance</div>

- Accommodation allowance

Hours of Work: This is a full-time position, working Monday to Friday from 8:00AM to 5:30PM, with 1.5 hours break from 12:00PM to 1:30PM.

Job Description

Job Title: Senior Programme Manager, Coastal & Marine Conservation Programme

Reports to: Country Director, Cambodia

Key working relationships: Cambodia Programme and team members
Finance Business Partner, Asia-Pacific
Partner leads and team members
Relevant Conservation Programme leads
Operations, Fundraising, Climate & Nature, People & Nature and Communications Teams

Purpose:

To ensure the effective development, management and technical delivery of Fauna & Flora's programme of work in Cambodia, and other programme areas that may fall under their remit as agreed, ensuring the programme follows Fauna & Flora's mission, vision and strategic aims and accords with policy, procedures and standards, are effectively monitored, and have strategies for fundraising. Leads on the development of projects in the country, proactively identifying funders and donors and developing relationships and partnerships that support a sustainable conservation programme. Provide support, mentoring and capacity building to the CMCP and other programmes and selected partners, ensuring necessary capacities, approaches, systems and processes are put in place for effective programme management and delivery. Facilitate engagement with Fauna & Flora's conservation programme and operations expertise as appropriate to ensure a One Fauna & Flora approach and outstanding quality of proposal development, project and team establishment and management, alongside effective risk management and mitigation.

Main Duties:

Programme Management and Implementation

- Support the Country Director and work as part of the country team to ensure the smooth and effective delivery of the Cambodia programme, taking the lead on programme delivery in CMCP, ensuring compliance with Fauna & Flora operating standards, policies and procedures, in-country legislation, and contracts and grant agreements
- Lead on the management of specific projects and grants, working with the Country Director and team members to agree targets and work plans, taking into account Fauna & Flora's existing approaches to project implementation
- Oversee the work of, and maintain regular communications and liaison with staff, consultants and partners involved in these projects and provide oversight, advice and assistance to Fauna & Flora and partner team members on the management and administration of projects on a day-to-day basis

- In collaboration with the Country Director and FBP, develop annual budgets and carry out periodic reforecasting for the CMCP and ensure accurate budgeting, staff and overhead charging and cost recovery
- Line manage employees as designated through objective setting, continuous performance management, annual appraisal, training provision, and personal development planning to develop the individuals and their functions and to ensure the efficient and effective delivery of the CMCP and Cambodia programme
- Mentor and advise in-country staff and partners to support and enhance their capacity for efficient and effective programme delivery
- In accordance with Fauna & Flora's Delegation of Authorities, liaising with relevant in-country team leads and the HR Manager where appropriate, support the recruitment of staff and consultants required for the effective delivery of the CMCP, engaging on the design of terms of reference, recruitment processes and contract terms
- With the support of the Country Director and Fauna & Flora Governance & Risk Manager, identify and resolve legal and reputational issues and risks affecting the CMPS and Cambodia programme
- Ensure the Country Director remains up-to-date on the status of operations and project delivery, bringing issues that may affect operations and delivery swiftly to their attention

Programme Development & Fundraising

- Participate in planning for the Cambodia programme, in line with Fauna & Flora's Cambodia business plan and strategy, and in coordination with regional programme staff in the UK and in-country, on CMCP strategic priorities
- Proactively develop high quality national project concepts and funding proposals for statutory, trusts and foundation and individual donors, in consultation (as appropriate) with regional and other conservation programmes, operations and fundraising colleagues and external stakeholders
- Ensure that project design and associated concepts and proposals align with agreed strategic priorities and support and strengthen Fauna & Flora's position on thematic approaches to conservation (such as illegal wildlife trade, sustainable livelihoods, species conservation, etc.), incorporate appropriate monitoring and evaluation, and, working with the FBP, include accurate budgeting, staff and overhead charging and cost recovery
- Ensure that proposals, reports and other project outputs produced by programme staff and partner organisations are of a high standard and, reflect Fauna & Flora's philosophy, any branding requirements and are appropriately tailored to specific donors
- In coordination with Fauna & Flora fundraising and development teams, nurture and maintain relationships with existing programme donors and proactively help identify and cultivate prospective donors for the programme
- Work closely with the Country Director and UK-based colleagues to ensure that funding proposals and resulting contracts and grant agreements comply with Fauna & Flora's project cycle, institutional systems, policies and procedures, Delegation of Authorities, and take into account in-country implementation conditions

Technical Support

- Provide technical advice and input to current and forthcoming Fauna & Flora Cambodia projects as required on conservation issues and priorities, project design, development, implementation and monitoring

- 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
- Liaise with project team leaders and technical specialists 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
- Ensure capacity is in place for the effective delivery of Fauna & Flora's CMCP work, by facilitating collaboration with Fauna & Flora conservation programme teams and technical specialists and/or in identifying and facilitating external resources and technical support (where appropriate and agreed with the Country Director)

Partnership Management and Support

- In coordination with the Country Director, identify, develop, nurture and manage partnerships and relationships with third parties, including national and local government agencies, community organisations, NGOs, for-profit entities and academic institutions, to maximize the effective delivery of Fauna & Flora's CMCP programme and to ensure that Fauna & Flora is an effective partner to individuals and organisations engaged in the delivery of our shared Mission
- Facilitate the development of and support the in-country team to negotiate Memoranda of Understanding (MOUs) and Sub-Grant Agreements (SGAs) with partners, in coordination with relevant team members and in accordance with Fauna & Flora documentation and Fauna & Flora's Delegation of Authorities
- Advise and support in-country staff in the building of organisational and technical capacity of in-country partners in CMCP, and the identification of potential new partnerships, in line with approved plans, institutional agreements and internal due diligence processes, drawing on the support of conservation programme teams as appropriate
- In coordination with in-country staff, facilitate the development of national and regional conservation networks, to promote collaboration and sharing of knowledge and experiences

Monitoring, Evaluation & Learning

- Work with colleagues in-country and in the UK to ensure timely, high-quality delivery of donor reports (narrative and financial) within agreed internal and external deadlines, providing technical review and editing of reports, as necessary
- Ensure appropriate structures are in place for effective project and programme monitoring and evaluation, enabling activities to be assessed and adapted in relation to budgets and conservation impact, and strengthen monitoring and evaluation, by supporting staff and partners on the design and implementation of appropriate M&E frameworks, methods and tools, in coordination with M&E specialists and foster cross-project learning and linkages in this regard between CMCP and other Cambodia and Fauna & Flora Programmes

External Communications & Representation

- Contribute to the development of external communications materials, including content for the Fauna & Flora website, magazine, newsletters, contributions to *Oryx* and other materials to promote Fauna & Flora and our projects and programmes in CMCP, in coordination Fauna & Flora's communications specialists in the UK and in-country

- Represent Fauna & Flora and the Cambodia Programme, developing its profile and promoting its work in CMCP 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, collaborating closely with the Country Director to ensure information flow, consistency and appropriate level of decision-making
- Act as a first point of contact both internally and externally for Fauna & Flora's CMCP sub-regional Programme

General

- At the request of the Senior Conservation Directors, Director of Operations Asia Pacific or Country Director, undertake short-term assignments to support or manage the set-up and delivery of other projects or teams within Cambodia or across Fauna & Flora's conservation portfolio, as feasible in line with ongoing work commitments and skills and experience
- Conduct site visits and regular meetings as required, and work together with in-country partners and team members to resolve problems
- Provide input, where appropriate, on other technical work undertaken by the Cambodia Programme or cross-cutting themes undertaken by the Fauna & Flora Conservation Partnerships team and other Fauna & Flora Programmes. This may involve work such as capacity building, workshop facilitation and conservation assessments
- Actively participate in meetings to discuss and plan the Cambodia programme, and where required other country programmes, objectives and plans
- Help ensure the capacity, capability and culture is in place to deliver the operational aspects of the Cambodia programme, modelling Fauna & Flora values and our 'One Fauna & Flora' culture
- With agreement of the Country Director and Director of Operations, Asia-Pacific, 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

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent organisational and management skills • Proven ability to collaborate effectively with partner organisations, including governments, national and local NGOs, community groups and businesses • Fluent (advanced technical) written and spoken English • Ability to work under pressure and willingness to learn new things and update knowledge and skills • Excellent financial management skills • Flair for effectively managing, delivering and monitoring multiple streams of work • Outstanding interpersonal skills • Excellent written and oral communication skills, including report writing and international donor liaison • Ability to convey Fauna & Flora's work externally with confidence and credibility 	<ul style="list-style-type: none"> • Ability to communicate in Khmer • Ability to communicate in Mandarin
Knowledge and experience	<ul style="list-style-type: none"> • Master's degree or advanced degree in marine science, environmental conservation, natural resource management, international development, or equivalent experience • Experience working on conservation projects in the field • Demonstrated project management experience preferably in a marine conservation context • Experience in marine resource management • An understanding and experience of working with international organisations in middle and lower-income countries • Established experience with capacity building, including training, coaching and mentoring others • Proven ability to write successful funding applications • Experience working in multi-cultural environments and across language barriers • Expertise in conducting biological and 	<ul style="list-style-type: none"> • Previous work experience in Southeast Asia, ideally Cambodia • Experience in managing complex statutory grants • Proficiency in market-based mechanisms to finance protected area management costs • Advanced SCUBA certificate (PADI advanced open water or similar) • Experience of working to support coastal livelihoods such as fishing and tourism

	socioeconomic surveys	
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's values • Excellent team player, able to seek out and harness the views and contributions of others • Self-motivated and output driven, committed to producing the highest quality of work • Flexible and adaptable in uncertain and changeable work situations, with capacity to deal with challenges in a patient, creative, positive and constructive manner • Able to build and maintain positive personal and organisational relationships • Able to work effectively and diplomatically in a geographically dispersed and international team • Culturally sensitive approach 	

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 Phalina Seang, HR Manager, Cambodia on Phalina.Seang@fauna-flora.org.

Please mark your application '**Senior Programme Manager, Coastal & Marine Conservation Programme**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **Thursday 15 February 2024**. Interviews are likely to take place during the week commencing **26 February 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