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## **Programme Assistant, Capacity Conservation & Leadership**

“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.

## Conservation Capacity & Leadership Programme

Long-term conservation success depends on developing a network of committed individuals and institutions that are strong enough and effective enough to address the threats to our natural world. The Conservation Capacity & Leadership team work across Fauna & Flora's international portfolio to create opportunities for staff, partners and beyond to maximise their potential for conservation good.

We focus on a number of key areas:

- Our staff Professional Development programme supports learning and knowledge management across the organisation, improving conservation capacity globally to enable greater effectiveness and sustainability of our conservation work.
- Our Partnerships and Organisational Development Support Programme works closely with regional teams to support partnership management and organisational capacity development interventions with partner organisations.
- We work to build the skills, capabilities and confidence of a new generation of conservation leaders across the globe and support their efforts to confront the growing challenges we all face, through initiatives such as the Conservation Leadership Programme.
- We produce *Oryx*, a quarterly peer-reviewed journal, which publishes research with the potential to improve conservation management and practice.
- We help build the capacity of our staff and partners to access and use technology for conservation, through initiatives such as WILDLABS

## The Opportunity

Fauna & Flora is seeking qualified candidates for the position of Programme Assistant to deliver effective support to the Conservation Capacity & Leadership team. The successful candidate will assist the Director and Conservation Capacity & Leadership team members in delivering the programme's targets, through administration, basic finance and logistical support, disseminating learning and communications. The role will in particular support Fauna & Flora's conservation leadership, partner support, and professional development initiatives.

You will have strong relevant experience in an administrative role, with excellent numeracy, organisational and time management skills and a structured and methodical approach to work.

Your excellent interpersonal skills will enable you to build strong working relationships with colleagues. You will be a self-motivated team player and enjoy working in a dynamic environment where the ability to respond swiftly to changing organisational and team needs is paramount. With excellent communication skills, you will have a proven ability to write for a range of audiences.

Fluency in English is essential.

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

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	Six months
<b>Gross Salary:</b>	£24,700 per annum
<b>Location:</b>	Fauna & Flora International, Cambridge Current policy offers partial remote working within the UK
<b>Benefits:</b>	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
<b>Hours of Work:</b>	This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive.

# Job Description

**Job Title:** Programme Assistant, Conservation Capacity & Leadership

**Reports to:** Technical Specialist, Partnerships and Organisational Development

**Key working relationships:** Director, Conservation Capacity & Leadership  
Head of Learning & Partner Development  
Technical Specialists, Partnerships & Organisational Development  
Programme Manager, Professional Development  
Information Management Manager  
Executive Manager, Conservation Leadership Programme  
Editor, Oryx—The International Journal of Conservation  
Executive Manager, WILDLABS.NET  
Lecturer, MPhil in Conservation Leadership  
Finance Business Partner, Cross-cutting Programmes

## **Purpose:**

To deliver effective support across Conservation Capacity & Leadership and assist the team in delivering the programme's targets. The Programme Assistant contributes to all the team's work areas, including work on local partner organisational support, professional development, conservation technology and knowledge management. The role, in particular, supports Fauna & Flora's conservation leadership, partnership, and capacity development initiatives.

## **Responsibilities:**

### **Conservation Leadership**

- Promote Fauna & Flora's Conservation Leadership Scholarships across Fauna & Flora's staff and partner network, and support appropriate candidates to apply to CCI's MPhil in Conservation Leadership at the University of Cambridge
- Manage scholarship administrative processes, working closely with the University of Cambridge Geography Department and appropriate colleges where necessary
- Support Fauna & Flora Scholars in Conservation Leadership once they join the course, ensuring they are linked in with Fauna & Flora opportunities/events as appropriate
- Manage the MPhil in Conservation Leadership consultancy and placement process within Fauna & Flora, by identifying potential projects across the organisation, supporting teams to frame them in a way appropriate for the students, ensuring students complete all necessary paperwork, and have the resources they need to undertake their placements
- Organise Fauna & Flora/MPhil related events, including the annual Conservation Leadership Networking Dinner and welcome reception for MPhil in Conservation Leadership Students, in collaboration with the University of Cambridge Geography Department and Senior Executive Assistant to CEO.
- Collect monitoring data (including through interviews) and maintain a database to help evaluate the success of the Scholarships in Conservation Leadership, and prepare related reports for donors as required

- Support internal review processes for grants related to building conservation leadership, in particular the Whitley Awards and the Conservation Leadership Programme
- Co-ordinate Rufford application reviews throughout the year allocated across the Conservation Capacity and Leadership team, reviewing applications as needed.
- Review stage one proposals for the CLP Future Conservationist Awards against eligibility criteria.

### **Partnerships & Organisational Development**

- Coordinate logistics for Fauna & Flora partner events and associated partner travel for capacity building opportunities (e.g., training, meetings, exchanges, conferences)
- Coordinate partner-to-partner exchange visits, including managing the sub-grant processes, administering and overseeing the reporting structure (written and financial) and supporting organisations with methods to share their learning and network.
- Act as the initial point of contact between PODs and core partners (with appropriate Partner Point Person coordination) to disseminate information on funding, potential collaboration and any other opportunities.
- Enable connections between Fauna & Flora staff, relevant partners, and the designated Fauna & Flora's Partner Point Person. Additionally, provide assistance, as required, for any other communication processes involving core partners and other teams at Fauna & Flora.
- In consultation with internal teams, adapt and develop resources for partner organisational development e.g., MEL tools.
- Support with specific internal fund management responsibilities, including sub-granting to partner organisations.
- Support the maintenance and development of PODs partner database.
- Provide support to the CapacityforConservation website, in liaison with the Technical Specialist, Partnerships and Organisational Development. Tasks include (but are not limited to): managing and maintaining the user database; providing support to users; uploading new content (including organisational health check results, case studies, tools, FAQs) in a timely manner, communicating with the website developers for troubleshooting and liaising with users as needed.
- Input to the evolving design and user experience of the CapacityforConservation website test new elements and act as the main liaison point with the website developers for Fauna & Flora, taking into account the needs of the partnership and reporting to the Technical Specialist, Partnerships and Organisational Development.

### **Professional Development Programme**

- Organise and facilitate internal knowledge exchange opportunities. This will include coordinating Fauna & Flora's internal buddy system, tricks of the trade presentations and mini masterclasses.
- Support in facilitating internal and external capacity development workshops and action learning reviews, or lead where appropriate
- Provide support for Mangrove (Fauna & Flora's e-learning platform) by preparing and uploading courses, update details and user assignments, update user lists, monitor and respond to queries to the Mangrove email inbox, solve access issues, and document, streamline and improve the above processes.
- Assist with the management of the live training programme by booking rooms and meetings, sending out pre-course materials and reminders, updating attendance registers and collating feedback after events.

- Coordinate the translation of courses: compile assets; upload them for machine translation; shortlist translators and handle invoicing and payments reassemble translated courses, advise other staff on how to use translation services.
- Collate data against programme indicators for use in monitoring and evaluation.
- Support the Programme Officer, Learning & Development with Fauna & Flora's intern programme: track applications, maintain records of progress, support the review of applications and conduct interviews

### **Finance and administration**

- Support the Conservation Capacity & Leadership team in ensuring information is input to Fauna & Flora's finance system (FocalPoint) accurately and in a timely manner, including but not limited to:
  - Setting up new projects and funding proposals
  - Ensuring non-financial project metadata is accurate and up to date
  - Raising invoices and requests for payment to third parties in line with contracts and funding agreements
  - Submitting purchase orders (including consultancies)
  - Requesting transfers and payments
- Support the Conservation Capacity & Leadership financial forecasting, reporting and annual institutional budgeting processes, collating and inputting financial data
- Track and assist with project travel arrangements, including booking flights and accommodation, supporting visa applications and coordinating associated documentation

### **Additional Programme Support**

- Support communications work in relation to all aspects of the Conservation Capacity & Leadership team, providing support in updating web content, developing or sourcing news stories or blogs and material for Fauna & Flora's social networking sites
- Undertake desk-based research and produce case studies on key areas of work relating to the Conservation Capacity & Leadership team as requested
- Organise team meetings and provide administrative support as appropriate, including recording and circulating meeting notes
- Assist in the organisation of events including conferences, organisational learning and training events, other meetings and conference calls
- Respond to general enquiries, directing them within the team as appropriate

Undertake any other tasks commensurate with the position that may be requested of you, from time-to-time, by your Line Manager

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent proven administrative skills</li> <li>• Strong organisational and time management skills, with structured and methodical approach to work</li> <li>• Excellent proven numeracy skills</li> <li>• Excellent interpersonal, verbal and written communication skills</li> <li>• Computer literate, proficient in standard word processing and spreadsheet programmes; good knowledge of Microsoft Office Suite</li> <li>• Ability to work under pressure and to turn work around to tight deadlines</li> <li>• Ability to manage several competing priorities</li> <li>• High level of accuracy</li> <li>• Meticulous attention to detail</li> <li>• Fluency in written and verbal English</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency in languages relevant to Fauna &amp; Flora's operations (French would be a particular asset)</li> <li>• Skills in facilitating discussion groups and/or delivering training events</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Strong relevant experience in an administrative role</li> <li>• Familiar with basic accounting terminology and processes</li> <li>• Experience working with databases</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of or experience of working within the NGO sector and/or a conservation organisation</li> <li>• Experience in facilitating workshops</li> <li>• A good understanding of a range of nature conservation topics</li> <li>• Experience of working in a cross-cultural environment</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrates Fauna &amp; Flora's Values</li> <li>• Ability to use own initiative and to work flexibly, reliably and efficiently</li> <li>• Ability to build positive personal and organisational relationships</li> <li>• Ability to deal with challenges in a pragmatic way</li> <li>• Willingness to learn and acquire new knowledge / skills</li> <li>• Ability to respond swiftly to changing organisational and team needs</li> <li>• Pro-active approach to work</li> <li>• Ability to work well, through remote means, with offices / staff abroad with a culturally sensitive approach</li> <li>• Self-starting, able to work alone without direction where required</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to and empathy with Fauna &amp; Flora's vision and mission</li> <li>• Interest in capacity development</li> <li>• Pre-existing right to work in the UK</li> </ul>	

# 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 Laura Owens, [laura.owens@fauna-flora.org](mailto:laura.owens@fauna-flora.org)

Please mark your application '**Programme Administrator**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **3 May 2024**. Interviews are likely to take place during the week commencing 13 May 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 Jade Bedwell, People Adviser, by Email: [jade.bedwell@fauna-flora.org](mailto:jade.bedwell@fauna-flora.org)

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