



## **Senior Programme Manager, Central Asia, Eurasia**

“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.

## Eurasia programme

Many of Eurasia's landscapes are recognised worldwide for their beauty and wilderness value, yet the importance of their biodiversity is frequently overlooked. The Eurasian steppe, the beech forests of the Carpathians, the Portuguese Montado and the fruit and nut forests and mountain ranges of Central Asia are just some of the stunning and biodiversity rich ecosystems in the region. They contain unique and rare wildlife such as the critically endangered saiga antelope and the Iberian lynx, the elusive snow leopard and ancient species of apple and walnut.

Fauna & Flora is one of only a few international organisations working in the Eurasia region and is helping to raise awareness of the need for action amongst other international conservation and development charities. Many of our projects have laid the foundation and created the necessary infrastructure for other organisations to move in and help tackle the challenges of the region. We aim to build the capacity of local partners to conserve priority species and habitats.

Our focus is in five main geographic areas: Central Asia, the Caucasus, Central & South Eastern Europe and the Balkans, Scotland and the Eastern Atlantic Islands. We also undertake 'emergency' interventions in countries outside of these core regions and are addressing marine and coastal conservation issues in Turkey and Cape Verde and also on the island of Príncipe in the Gulf of Guinea.

We are working with our partners to implement an exciting range of initiatives focused on ecosystems, habitats and species conservation in both the marine and terrestrial environments. Activities include addressing human wildlife conflict, illegal and unsustainable wildlife trade, biodiversity planning, capacity building of protected area teams, implementation of sustainable livelihood approaches and community outreach. Please see [www.fauna-flora.org](http://www.fauna-flora.org) for an overview of current projects.

## The Opportunity

Fauna & Flora is seeking a highly experienced conservation professional to manage Fauna & Flora's Central Asia Programme. You will represent Fauna & Flora in the region and ensure the effective management and technical delivery of projects in Kyrgyzstan, Tajikistan, Kazakhstan and Uzbekistan, leading on the development of projects in these countries and elsewhere in Central Asia, working in close collaboration with Fauna & Flora's teams and partners in the region.

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

Strong 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 experience as well as strong technical conservation skills are essential. You will have a proven 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 Central Asia. Fluency in written and spoken English is essential; Russian or another language relevant to this region is strongly desirable.

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>	£49,200 per annum
<b>Location:</b>	Fauna & Flora, 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

**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, Central Asia, Eurasia

**Reports to:** Director of Operations, Eurasia (DoO)

**Line manages:** Country Director, Kyrgyzstan  
Country Director, Tajikistan  
Programme Manager (Wildlife Trade), Central Asia

**Key working relationships:** Kyrgyzstan and Tajikistan programme teams  
Eurasia programme team  
Eurasia Finance Business Partner  
Cross cutting programmes  
Senior People Advisers  
Statutory Fundraising Team  
Fundraising and Communications Teams

### **Purpose:**

To ensure the effective management and technical delivery of Fauna & Flora's Central Asia Programme, ensuring the Programme follows Fauna & Flora's mission and vision and accords with policy, procedures and standards, is effectively monitored, and has long-term strategies for engagement and fundraising. Lead on the provision of technical advice and expertise across the Central Asia Programme.

### **Specific duties:**

#### **Programme Management**

- Work as part of the Fauna & Flora team to ensure the effective delivery of Fauna & Flora's Central Asia Programme, including but not limited to delivery in Kyrgyzstan, Tajikistan, Kazakhstan and Uzbekistan
- Oversee and advise the Central Asia programme teams with the management and administration of projects and grants, ensuring compliance with Fauna & Flora operating standards, policies and procedures, relevant in-country legislation, and donor and other third-party conditions
- Oversee and advise the Central Asia programme teams on work planning and implementation,
- Be responsible for overall financial management of the programme, leading on the production of programme level work plans, annual budgets and reforecasting exercises
- Ensure responsible staff (including Country Directors and the Programme Manager (Wildlife Trade) are managing project budgets are in line with agreed work plans, taking into account Fauna & Flora's existing approaches to financial management, and specific grant agreement requirements
- In collaboration with the Monitoring, Evaluation and Learning Team, ensure processes for the effective monitoring and evaluation of projects, ensuring all projects have a Theory of Change,

timely adaptation as required to meet project aims, objectives and timelines, and the dissemination of lessons learnt

- 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
- In accordance with Fauna & Flora's Delegation of Authorities, liaising with the Central Asia Programme team and UK People Team where appropriate:
  - Support the Country Directors with the recruitment of local staff and contracting of consultants by in-country programme offices
  - Manage the recruitment of international staff and contracting of consultants by Fauna & Flora UK including but not limited to ensuring necessary visas, work permits etc. are secured
- Ensure timely and accurate technical, operational and financial donor and institutional reporting, inputting to and providing assistance with report writing and editing as required
- With the support of regional and UK operations staff, oversee Programme and Project staff to:
  - Remain up-to-date with statutory and regulatory frameworks relevant to operations in all country programmes 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
  - 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
- Maintain an effective record of contacts and programme activities and provide activity reports as requested

### **Technical support**

- Provide and facilitate access to technical advice and input as required on conservation issues and priorities, project design, development, implementation and monitoring on current and forthcoming projects
- 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

### **Programme Development**

- In collaboration with the Director of Operations, Eurasia contribute to and coordinate the strategic planning and development of the Central Asia Programme in line with Fauna & Flora's business plan and Eurasia / Central Asia Implementation Plan/s
- In collaboration with the Director of Operations, Eurasia, Country Directors, Programme Manager (Wildlife Trade), Central Asia, project managers and technical specialists, develop and input to project concepts and proposals, 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

### **Programme Representation**

- Represent Fauna & Flora and the Central Asia 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 Central Asia Programme

### **Partnership Development**

- In line with agreed strategies, 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 Central Asia Programme
- Ensure that Fauna & Flora is an effective partner to the Association for the Conservation of Biodiversity of Kazakhstan (ACBK) and other partners, individuals and organisations engaged in the delivery of our shared projects
- Delegate communications with partners to programme staff where appropriate for day to day communications regarding ongoing operations
- Support the Central Asia 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 the Country Directors on the negotiation of programme/project Memoranda Understanding (MOUs), Memoranda of Agreement (MOAs) with regional and national government and partners, in consultation with the Director of Operations, Eurasia and in accordance with Fauna & Flora documentation and Fauna & Flora's Delegation of Authorities

### **Communications**

- Connect the Central Asia programme with Fauna & Flora's wider conservation efforts through communication and collaboration with colleagues across regional programmes and cross-cutting teams
- Ensure the Director of Operations, Eurasia remains up-to-date on the status of operations and project delivery in Central Asia, bringing issues that may affect operations and delivery swiftly to his/her attention
- Ensure regular and effective communication and coordination with the Central Asia in-country teams (including between the in-country teams and the wider Cambridge, UK teams)
- Liaising with the Communications and Fundraising Departments, contribute to communications and fundraising materials as required (e.g., web pages, articles, reports)

## General

- Conduct regular site visits and meetings, and work together with in-country partners and team members to resolve problems
- 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 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

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent project management skills, including project design, development, implementation, impact monitoring and evaluation</li><li>• Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence</li><li>• Excellent financial management and numeracy skills, including budgeting, financial tracking and reforecasting</li><li>• Ability to plan, think strategically and solve problems</li><li>• Strong technical conservation skills, preferably spanning both ecological and social/economic aspects</li><li>• Outstanding communicator and collaborator with ability to ensure effective communication flows within and between different teams and individuals, including ability to communicate with a wide range of stakeholders, and diplomacy to present, negotiate and persuade with confidence and credibility at all levels of government and civil society</li><li>• Excellent written communication skills, including report and proposal writing</li><li>• Strong prioritisation and time management skills, with ability to work to multiple deadlines and a clear focus on delivery of outputs</li><li>• Proven ability to assess capacity, mentor and develop skills of project staff and other partners</li><li>• Fluency in written and spoken English</li></ul>	<ul style="list-style-type: none"><li>• Proficiency in a language relevant to the region (e.g. Russian, Kyrgyz, Tajik, Kazakh, Uzbek)</li></ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"><li>• An advanced degree or equivalent qualification in conservation /natural resource management</li></ul>	<ul style="list-style-type: none"><li>• Experience working in a developing</li></ul>

	<p>or relevant social science field or equivalent relevant work experience</p> <ul style="list-style-type: none"> <li>• Substantial relevant conservation experience, including proven operational and people management and programme development</li> <li>• Excellent technical background and understanding of a range of terrestrial habitat and species conservation issues</li> <li>• Proven ability to secure funding from multi-lateral and bi-lateral agencies and the private sector, with experience developing and nurturing donor relationships</li> <li>• Proven experience in project management including large grant budget management and donor reporting, preferably statutory funds from a multilateral/bilateral donor</li> <li>• Track record of engaging and working effectively with a range of stakeholders and partner organisations including Ministries and Wildlife Authorities, other government institutions, donor agencies, the private sector, NGOs, and local communities, preferably in Eurasia</li> <li>• Experience managing teams in person and remotely to deliver complex projects</li> <li>• Experience working at a strategic level within a small and regionally dispersed team</li> </ul>	<p>country and/or in an NGO environment</p> <ul style="list-style-type: none"> <li>• Experience working with remote teams</li> <li>• Experience of working in Eurasia, preferably in Central Asia</li> <li>• Experience in institutional development and capacity building</li> <li>•</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Builds positive personal and organisational relationships</li> <li>• Ability to deal with challenges in a proactive and pragmatic way</li> <li>• Culturally sensitive</li> <li>• Self-starter, able to work well under own initiative</li> <li>• Team player, demonstrating ability to seek out and harness the views and contributions of others</li> <li>• Commitment to organisational and legal compliance and to responsible management of donor funds</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to Fauna &amp; Flora's mission and values.</li> <li>• Ability to travel regularly within the Eurasia region</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 [eurasia@fauna-flora.org](mailto:eurasia@fauna-flora.org)

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

The closing date for applications is **Sunday, 21 April 2024**. Interviews are likely to take place during the week commencing **Monday, 29 April 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**