



## **Programme Administrator, 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 four core areas: Central Asia, the Caucasus, Central-Eastern Europe and the Balkans 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 most recently 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, alternative livelihood development and community outreach.

## The Opportunity

Fauna & Flora's Eurasia programme is seeking a Programme Administrator to undertake a key supporting role within the programme; working closely with the Programme Finance Officer to deliver administrative, information management and office support to the Eurasia team and its projects, helping ensure compliance with internal systems, policies and procedures and donor requirements.

The successful candidate will have excellent administration skills and previous experience in a similar role (including use of Microsoft Office). They will be highly organised, methodical in their approach to work and have meticulous attention to detail. They will be a strong team player and enjoy working in a dynamic team environment where problem solving and the ability to respond swiftly to changing organisational and team needs is paramount. They will have excellent interpersonal and communication skills with the ability to build positive and productive working relationships with colleagues, including with those based overseas.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation, with opportunity to apply your skills and expertise where appropriate. 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, Cambridge, UK 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-Friday inclusive

# Job Description

<b>Job Title:</b>	Programme Administrator, Eurasia
<b>Reporting to:</b>	Senior Programme Manager, Central & Eastern Europe and Balkans, Eurasia
<b>Key Relationships:</b>	Programme Finance Officer Director of Operations, Eurasia Programme Managers, Eurasia Finance Business Partner, Eurasia Finance Managers based in Programme offices Fauna & Flora Eurasia team members

## **Purpose:**

The Programme Administrator's role will lead on the provision of administrative support to colleagues based in Cambridge and other locations across the Eurasia region on a day to day basis. Working closely with the Programme Finance Officer, this role will provide timely administrative support to ensure fulfilment of the Programme's often complex administrative needs. The role will support the Eurasia team to ensure high standards of internal compliance and grant administration are achieved.

## **Specific duties:**

### **Programme administration:**

- Act as the central contact point for the collation, coordination and dissemination of general programmatic information for the Programme team; and respond to internal and external enquires, directing them within the team as appropriate. ·
- Provide administrative support to the team to ensure Fauna & Flora's required institutional policies, protocols and processes are adhered to, including recruitment processes.
- Provide assistance with administrative and routine financial tasks including preparation, review and processing of invoices, cashbooks, timesheets etc. ·
- Work with the Programme Finance Officer and Finance Business Partner, Eurasia, to support compliance with donor conditions and financial administration.
- Provide support towards the maintenance of an accurate and effective information management and storage and filing systems for the Programme, including steering its proper use by UK and regional staff.
- Act as a site editor for the Eurasia team's intranet sites, to include management of the site's content and permissions (in conjunction with team members), acting as the point of contact for these sites and supporting team members and colleagues more widely in their use of them as well as taking a proactive role in the maintenance and development of information held on these pages
- Track and assist with regional / project travel arrangements, including booking flights and accommodation, visa application support, organising diaries and coordination of associated documentation. ·
- Assist in the organisation and arrangement of team meetings, regional events, including conferences, regional, and other meetings, and conference calls, and provide administrative support as appropriate, including recording and circulating minutes. ·
- Liaise with relevant individuals from other Fauna & Flora departments and regional

programmes, as well as other organisations operational in the region, as needed to fulfil your duties.

- Maintain key programmatic documentation such as team organograms and electronic staff contact details and distribution lists. .
- Represent Fauna & Flora and the Eurasia team as required at external and internal meetings and ensure information from meetings is fed back and appropriately circulated within Fauna & Flora
- Collaborate on critical analysis and learning from programme activities and dissemination of lessons learned internally and externally, as appropriate.

### Communications

- Liaise with the Fauna & Flora Communications team and partner organisations to communicate and promote the Eurasia programme's projects, providing support to and coordinating contributions to the Fauna & Flora website, blogs, newsletters, media releases or social media, preparing, inputting and updating materials as appropriate, and coordinating uploading of images onto Fauna & Flora's photographic database.
- Actively share and disseminate information and knowledge relating to the work and interests of the Eurasia Programme through a range of appropriate internal mechanisms.

### Programme development

- Provide support to the Programme Development Manager to track fundraising activities by maintaining information on on-going applications, donor relationships and donor reporting requirements and provide administrative support throughout the fundraising process. .
- Support the preparation of internal documents for project concepts and proposals, and undertake desk-based research as required to support project and programme development.

### Other duties

- Undertake any other activities that you may, from time-to-time, be asked to perform by your line manager, commensurate with your skills and experience.

## Person Specification

	Essential	Desirable
<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 interpersonal, verbal and written communication skills, builds good working relationships at distance</li> <li>• Excellent attention to detail and high level of accuracy</li> <li>• Computer literate, proficient in standard word processing and spreadsheet programmes; good knowledge of Microsoft Office Suite</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft SharePoint</li> <li>• Working knowledge of a language relevant to the countries in which the Eurasia programme works, e.g. Turkish, Russian, Romanian, Portuguese, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work under pressure and to turn work around to tight deadlines</li> <li>• Ability to manage several competing priorities</li> <li>• Fluency in written and oral English</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in an administrative support role</li> <li>Familiar with basic accounting terminology and processes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Fundraising</li> <li>• Knowledge of social media and writing for communications purposes</li> <li>• Familiarity with Eurasia cultural context</li> </ul> <p>Experience working in a developing country and/or in an NGO environment</p>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrates Fauna &amp; Flora values</li> <li>• Ability to operate as part of a team in a dynamic environment where flexibility and the ability to manage time, prioritise and meet tight deadlines is essential</li> <li>• Capacity to work independently and be responsive to the needs of the organisation and teams in the UK and overseas</li> <li>• Build positive personal and organisational relationships</li> <li>• Able to work across cultures and a good level of awareness of cultural sensitivities</li> <li>• Pro-active approach to work with a willingness to learn and acquire new knowledge / skills</li> </ul>	<ul style="list-style-type: none"> <li>• Interest and commitment to conservation</li> <li>•</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Pre-existing right to work in the UK</li> <li>• Commitment to Fauna &amp; Flora's mission and vision</li> <li>• Ability and willingness to travel on occasion to project sites (with notice)</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 '**Programme Administrator, Eurasia**'. and indicate in your cover letter where you saw the position advertised.

The closing date for applications is **Sunday, 28 April 2024**. Interviews are likely to take place during the week commencing **Monday, 13 May 2024**. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

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](mailto:jade.bedwell@fauna-flora.org)

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