



## **Programme Officer (Marine), 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 land and seascapes are recognised worldwide for their beauty, recreational and wilderness value, yet the importance of their biodiversity is frequently overlooked. The Eurasian steppe, the beech forests of the Carpathians, the wild rivers of Georgia, the fruit and nut forests of Central Asia and the Mediterranean Sea and coast are just some of the stunning and biodiversity rich ecosystems in the region. They contain unique and rare wildlife such as the saiga antelope, critically endangered species of sturgeon, and the elusive Mediterranean monk seal.

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 build capacity of and work with our partners to implement an exciting range of initiatives focused on ecosystems, habitats and species conservation in both the terrestrial and marine environments.

Our terrestrial focus is primarily in the countries of Central Asia, the Caucasus, and Central-Eastern Europe and the Balkans. Our marine focus includes projects to address marine and coastal conservation issues in Türkiye, Scotland, Georgia and Romania as well as delivering major areas of work in Cabo Verde and São Tomé and Príncipe in the Eastern Atlantic Islands.

## **Eurasia Marine team**

Based out of Fauna & Flora's Cambridge office, the Eurasia marine team operates alongside and complements five geographically focused programmes: (1) Central Asia, (2) the Caucasus, (3) Central-Eastern Europe and the Balkans, (4) Scotland and the (5) Eastern Atlantic Islands, each of which has at least one registered office and local staff team as well as numerous local partners.

The Eurasia marine team has a broad purpose to support effective development and implementation of marine conservation projects across these geographies and, where relevant, other partner led marine projects across the Eurasia region (e.g. our partner-led work in Türkiye). Such support is delivered through two models: (1) marine focussed projects directly developed and implemented by the Eurasia marine team, recognising that these projects form part of a wider programme of work that the relevant in-country teams and partners are responsible for and (2) marine focussed projects managed directly by our in-country teams and partners, with the Eurasia marine team feeding in leadership and technical advice to both Fauna & Flora and partner teams on project development and implementation.

# The Opportunity

Fauna & Flora's Eurasia Programme is seeking qualified candidates to provide financial, administrative, communications and technical support to the Eurasia Marine Programme.

You will be experienced in coordinating and supporting complex financial, operational and administrative activities and tasks within conservation projects. You will have excellent organisation, time management and prioritisation skills, and will be responsive to team, partner and donor needs and requirements and will have experience in supporting grant compliance. You will have strong verbal and written communication skills and experience in promoting conservation projects and issues to a wider audience. Fluency in written and spoken English is essential. You will have a good understanding and knowledge of marine and coastal conservation alongside a determination to tackle the issues facing the world's marine species and habitats.

You will be an excellent team player and be fully committed to supporting and strengthening local partners. In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation.

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.

**This role is not eligible for sponsorship of a Skilled Worker Visa.**

## Terms and Conditions

<b>Start Date:</b>	May 2024 (or as soon as possible thereafter)
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	Six months
<b>Gross Salary:</b>	£31,505 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

**Hours of Work:** This is a full-time position, working Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

## Job Description

**Job Title:** Programme Officer (Marine), Eurasia

**Reporting to:** Senior Technical Specialist, (Marine), Eurasia (STS)

**Key Relationships:** Programme Manager (Marine), Eurasia (PMM)  
Technical Specialist (Marine), Eurasia  
Finance Business Partner, Eurasia  
Programme Manager(s), Eurasia  
Programme Assistant(s), Eurasia  
Partner organisations

### **Purpose:**

The Programme Officer (Marine), Eurasia is responsible for ensuring effective coordination of administrative and financial activities across the Eurasia marine project portfolio, including in Türkiye and Blue Action Fund project in São Tomé and Príncipe. The post holder will lead on the day-to-day delivery of administrative and financial tasks, supporting partners to meet necessary donor and Fauna & Flora's requirements and processes and coordinate communications for Eurasia marine to strengthen the internal and external profile of the projects and their impact

### **Specific duties:**

#### **Programme and Finance administration:**

- Ensure that Fauna & Flora's institutional and administrative policies, protocols and processes are adhered to, including the preparation of internal documents, project concepts and proposals, work plans and reports.
- Coordinate and conduct routine financial tasks including preparation, review and processing of invoices and procurement documents
- Have oversight of monthly partner cashbooks in order to keep accounts up to date and to facilitate tracking of project budgets
- Analyse project financial performance, including postings and spend, and reconcile financial expenditure in relation to planned activities and support the STS and PMM to re-budget throughout year as required
- Support budget tracking and forecasting expenditure and ensuring compliance with Fauna & Flora and donor requirements
- In coordination with the PMM draft and process sub-grant agreements, MoUs, consultancy contracts and ensure appropriate input from relevant Eurasia colleagues and Fauna & Flora Operations team members
- Support where needed compliance with donor conditions including procurement, publicity and financial administration
- Prepare and review FocalPoint reports to track project expenditure as needed, and

- generate routine donor financial reports on time and in accordance with donor requirement
- Maintain accurate and up to date information management storage and filing systems for the Programme and specific grants, in coordination and alignment with regional and institutional norms and structures
- Ensure the appropriate structures and processes in place for tracking project progress are up-to-date, taking in to account Fauna & Flora's approaches and requirements for project implementation and grant terms and conditions
- Support project cycle management, bringing deadlines and obligations to the attention of the SPMM and PMM and relevant field staff and partners.

### **Programme Development and Communications**

- Contribute to planning of the Eurasia marine projects, including discussion on fundraising priorities and project strategies.
- Collaborate with colleagues and partners on the development and writing of agreed project proposals.
- Lead on the promotion and communication of Eurasia marine project stories, liaising with the Fauna & Flora Communications team and local partner organisations to communicate and promote our projects and regional conservation issues internally and externally
- Actively share and disseminate information and knowledge relating to the work and interests of the Eurasia Marine Programme through a range of appropriate internal and external mechanisms

### **Technical support**

- Undertake desk-based research and produce case studies on key areas of work as required, to support project delivery and development
- Provide support directly to partners to facilitate the delivery of agreed project activities
- Contribute to and where required draft and proof donor reports, and support internal annual reporting processes
- In coordination with the Technical Specialist (Marine), Eurasia, assist in cleaning, processing and storing of specific project datasets
- In coordination with the Technical Specialist (Marine), Eurasia, provide support in writing of technical reports when required, and translate project scientific publications and reports into accessible communications outputs, working with the Communications teams
- Supervise students, temporary internships and work placements when required

### **Other**

- When required, conduct site visits and meetings, and work collaboratively to resolve any problems.
- When required, represent the Eurasia programme and its marine projects internally and externally, including maintaining relationships with collaborating institutions and selected donors.
- With the agreement of your Line Manger, carry out any other reasonable duties which are consistent with the post and the aims and objectives of the position

# Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven financial analysis and administration skills, including budgeting, budget tracking and reporting</li> <li>• Excellent written communication skills, for technical and non-technical audiences</li> <li>• Excellent verbal communication skills, including ability to deliver presentations</li> <li>• Applied skills in project monitoring and evaluation</li> <li>• Excellent organisation, prioritisation and time management skills</li> <li>• Experience in undertaking desk-based research and critical analysis</li> <li>• High proficiency in word processing, spreadsheet and database programmes</li> <li>• Fluency in written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Good working knowledge of Turkish or Portuguese language</li> <li>• Basic data handling and/or geospatial analysis skills</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of marine/coastal conservation issues including social aspects</li> <li>• Experience supporting delivery of complex conservation projects</li> <li>• Experience supporting complex grant compliance</li> <li>• Demonstrable experience in financial analysis and administration, including preparing financial reports</li> <li>• Experience in using financial project reporting software/packages</li> <li>• Experience working effectively with partner organisations</li> <li>• Experience of training individuals in use of systems, policies and procedures</li> <li>• Experience in producing communications content for external audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in the NGO sector</li> <li>• Previous experience in Marine Protected Area and/or fisheries management</li> <li>• Experience in using data management systems</li> </ul>

<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Ability to build effective working relationships</li> <li>• Collaborative team player with the ability also to work well under own initiative</li> <li>• Ability to work effectively under pressure</li> <li>• Flexible and adaptable in evolving work situations</li> <li>• Shows initiative and a pragmatic approach to dealing with challenges and problems</li> <li>• Proactively seeks to improve institutional practices and processes</li> <li>• Ability to work in a multicultural context</li> <li>• Commitment to Fauna &amp; Flora’s vision and empathy with Fauna &amp; Flora’s mission</li> <li>• Demonstrates Fauna &amp; Flora’s values</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Pre-existing right to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness and ability to undertake international travel when required</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 Officer (Marine), Eurasia**' and indicate in your cover letter where you saw the position advertised.

The closing date for applications is **Thursday, 25 April 2024**. Interviews are likely to take place during the week commencing **Monday, 6 May 2024**.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact shortlisted 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**