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Programme Development Officer, Statutory Funding

“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.

Statutory Funding Team

Fauna & Flora is organised around programme delivery in four regions – Asia Pacific, Eurasia, Africa and the Americas & Caribbean. These are supported by globally working teams, focused on the technical excellence and effectiveness of Fauna & Flora's conservation work, developing different approaches to conservation and ensuring their integration within the regional portfolios. The Statutory Funding team sits the Institutional Funding team, which focuses on positioning Fauna & Flora with priority government and bilateral donors and professional foundations and building knowledge and capacity of these donors across Fauna & Flora, to secure new income, to support excellent grant and relationship management.

The Opportunity

Fauna & Flora is seeking an experienced professional to support its fundraising from statutory (government and multilateral) donors.

You will support colleagues and partners to develop high-quality proposal packages and reports for priority donors and ensure their timely submission. You will work across the statutory funding portfolio, critiquing proposals, providing editing and formatting support, and ensuring that all documents produced for donors meet their criteria, as well as follow Fauna & Flora's approval and submission procedures. You will lead on researching in-country funding opportunities from statutory sources, and will produce and maintain up-to-date briefs on priority donor strategies.

You will have excellent data management skills, and monitor Fauna & Flora's activities in statutory fundraising and fund management, to support the statutory funding team's operations as well as internal decision-making and strategy development.

Strong relationship-management and communications skills are essential to the role, to develop positive, collaborative relationships with internal and external stakeholders, including regional teams, non-governmental partners, and government agencies. You will be as tenacious as you are persuasive, and your excellent interpersonal skills will enable you to extract information to meet timelines. You will be a strong team player and enjoy working in a dynamic environment where the ability to respond swiftly to changing organisational and team needs is paramount. With a proactive and pre-emptive approach to your work, you will seek to add value and work with minimal supervision.

Fluency in written and spoken English is essential. Skills in languages relevant to Fauna & Flora's programme are highly desirable. Sensitivity to the different working environments and capacities of colleagues around the world is also essential.

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.

Other organisations may call this role Programme Funding Officer / Coordinator; Institutional Funding Officer; Business Development Officer.

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

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Gross Salary:	£31,505 per annum
Location:	Fauna & Flora, Cambridge Current policy offers partial remote working within the UK, this is currently set as one day per week or one week per month in the office
Benefits:	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: Programme Development Officer, Statutory Funding

Reports to: Director, Institutional Funding

Key working relationships: Statutory Funding team
Trusts & Foundations and Philanthropy teams
Regional programmes
Cross-cutting programmes
Finance Business Partners
Senior Leadership Team

Purpose:

The Programme Development Officer will work across the statutory funding team to support Fauna & Flora in establishing productive relationships with priority statutory donors, and in producing excellent quality proposals and reports that demonstrate Fauna & Flora expertise and full donor compliance. They will identify and communicate statutory funding opportunities globally, work closely with Fauna & Flora fundraising and programme teams; and help ensure the Statutory Funding team functions smoothly and fulfils its internal function well.

Main Duties:

Proposals, reports & communications

- Contribute to high quality proposals from across Fauna & Flora to statutory donors, including with writing, proof reading and editing, compiling supporting documents, formatting, cross-checking proposals against donor requirements, and using online donor systems
- Contribute to efficient internal working by supporting colleagues to follow internal processes, particularly project cycle and proposal approval processes, to ensure documents shared externally have the right level of accountability
- Support excellent donor relationship management by coordinating and reviewing donor-facing communications and reports
- Identify opportunities to share news and stories from Fauna & Flora projects publicly, and work with the statutory funding and communications team to ensure these opportunities are maximised

Data & knowledge sharing

- Champion GDPR requirements in proposals, reports, and statutory funding information sharing at Fauna & Flora
- Represent the statutory funding team in internal coordination and working groups as requested
- Contribute to fortnightly team planning, reviews, and documenting learning
- Support the development of information and learning resources for use on Fauna & Flora's intranet (Canopy) and learning management system (Mangrove), and other channels as requested
- Maintain accurate records of donor relationships in Fauna & Flora's relationship management systems
- Support processes relating to organisational registration with key statutory donors

Research & prospecting

- Research statutory funding opportunities relevant to Fauna & Flora, to generate new statutory prospects
- Research statutory funding opportunities for key themes or geographies as requested
- Ensure information on funding opportunities and donors is accessible across Fauna & Flora, by updating up-to-date briefs on donors as requested, in-country opportunities, and upcoming and newly published funding opportunities.

Other

- 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
Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills (English) • Strong interpersonal skills • Excellent numerical and data management skills, including strong Excel skills • Strong organisational skills, with structured and methodical approach to work • Ability to prioritise and meet strict, often externally-set, deadlines • Meticulous attention to detail 	<ul style="list-style-type: none"> • Skills in languages relevant to Fauna & Flora's programme portfolio, in particular Spanish, Portuguese, French, Bahasa Indonesia
Knowledge and experience	<ul style="list-style-type: none"> • Experience of producing written communications for internal and external audiences • Demonstrated ability to meet internal and external deadlines and follow processes involving numerous internal stakeholders • Experience of working with restricted funding (grants or contracts) 	<ul style="list-style-type: none"> • Proven track record of securing restricted funding from institutional donors • Experience of securing funding for international conservation work • Experience of using Salesforce or similar databases
Behavioural qualities	<ul style="list-style-type: none"> • Self-starter, with ability to work well under own initiative • Team player, demonstrating ability to seek out and harness the views and contributions of others • Shows initiative and a positive approach to dealing with challenges and problems • Ability to build positive personal and organisational relationships • Politically astute and diplomatic • Ability to work in a multicultural context • Demonstrates Fauna & Flora's Values • Commitment to Fauna & Flora's mission and vision 	
Other	<ul style="list-style-type: none"> • Pre-existing right to work in the UK 	

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 min.sidhu@fauna-flora.org

Please mark your application '**Programme Development Officer, Statutory Funding**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **Sunday, 19 May 2024**. Interviews are likely to take place 1 – 2 weeks after this.

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

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