



**CONSERVATION
LEADERSHIP
PROGRAMME**



© CLP

Executive Manager, Conservation Leadership Programme

“The Conservation Leadership Programme awarded my first conservation grant, it was a vital platform to build my career. Not only did funding support my growth but the training and integration into the CLP network has transformed my career”

Dr Caleb Ofori Boateng,
Founder & Executive Director, Herp Conservation Ghana

Conservation Leadership Programme

Over the past 40 years, the Conservation Leadership Programme (CLP) has ignited 4,400 conservation careers, with 91% of alumni established as leaders in conservation a decade later. The Programme nurtures a spirit of shared learning and unity through cultivation of a vibrant and interconnected community. Representing 109 nationalities, our alumni have established 75 protected areas and founded 126 NGOs. Through 912 projects, 98% have affirmed that CLP's support was pivotal to their success. CLP isn't just investing in individuals—it's building a global network that enables local leaders to drive sustainable development and shape the future of our planet. Building on 40 years of learning and recognising the significant impacts of our approach, we are committed to stepping up, scaling up, and strengthening our efforts. We are seeking a new leader for the programme to help us achieve this.

The Programme's success in building capacity and achieving positive outcomes for biodiversity pivots around a long-term relationship that has been established and maintained between three leading conservation organisations – Fauna & Flora, BirdLife International and the Wildlife Conservation Society. Our shared approach emphasises collaboration, education, and community-based solutions. By combining our expertise, we offer comprehensive training, mentorship, and practical experience through an innovative curriculum. Together, we recognise that the magnitude of work and the speed at which is required is too great for us to effectively undertake individually.

CLP Partner Organisations

BirdLife International is a global family of 123 national Partners covering all continents, landscapes and seascapes. BirdLife focuses on conserving birds, their habitats, and global biodiversity by working in four key areas: species protection, site conservation, addressing systemic environmental issues, and engaging society. They manage Important Bird and Biodiversity Areas (IBAs) and Key Biodiversity Areas (KBAs), working with local communities and partners to promote sustainable natural resource use and conservation globally.

The Wildlife Conservation Society (WCS) protects wildlife and wild places globally through science, conservation action, and education. Operating in over 50 countries, WCS collaborates with governments, Indigenous Peoples, and communities to establish protected areas, combat illegal wildlife trade, and promote sustainable resource use, focusing on high ecological integrity regions

Fauna & Flora will host this role. 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 on over 40 countries around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

At Fauna & Flora, CLP is nested within the **Conservation Capacity & Leadership Team**. 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.

The Opportunity

The Conservation Leadership Programme is looking to recruit an Executive Manager to lead this dynamic partnership programme. The role of the Executive Manager is to direct strategic programme development, fundraising and collaborations, deliver the annual business plan, manage a small team across the three conservation organisations, manage financial resources and ensure the smooth running of day-to-day operations. There will be opportunities to be creative in finding ways to engage and support a cadre of developing conservation leaders from around the world, and a requirement to facilitate training and workshops in pursuit of CLP's goals.

The Executive Manager will have a relevant degree or equivalent level qualification and significant relevant work experience in the conservation sector or a related field. The successful candidate will have strong programme management experience. You will demonstrate a proven track record of fundraising and experience of strategic planning. You will be an inspirational leader, have strong communication skills and have experience of successfully managing geographically dispersed teams. You will have extensive experience in facilitating training and workshops (in-person and online) in a related field. You will be excited about the prospect of working collaboratively across three well-established conservation organisations.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, alongside two other leading organisations- with an international network at the forefront of global conservation, and the 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

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	6 months
Gross Salary:	£50,775 per annum
Location:	Fauna & Flora, Cambridge Current policy offers partial remote working within the UK
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:** Executive Manager, Conservation Leadership Programme
- Reporting to:** Director, Conservation Capacity & Leadership
with operational reporting to the Executive Committee based at Fauna & Flora, BirdLife and WCS
- Line Manages:** CLP team members, where employed directly by Fauna & Flora– currently Programme Officer and CLP Communications Executive
Responsible for all CLP team members’ operational delivery at BirdLife and WCS
May also be required to supervise interns or volunteers
- Key Relationships:** CLP Award Selection Committee
CLP Alumni (grantees, interns, trainees)
CLP Donors
Small grant donor network
Conservation Leadership Community of Practice
Conservation Leadership Transformation Network
Relevant programmes with CLP partnership organisations
Cambridge Conservation Initiative

Purpose:

To lead the CLP on strategy development, fundraising and overall implementation of this partnership training and capacity development programme.

Responsibilities:

Strategic Programme Development & Fundraising

- Lead, monitor and evaluate CLP’s ongoing strategic development.
- Develop and deliver annual business plans to implement the strategy.
- Lead fundraising efforts for CLP, including development of a new fundraising strategy, managing relationships with existing donors and cultivating new donors.
- Ensure that CLP responds to the capacity development needs of the CLP partner network and is integrated with the objectives of each partner organisation.
- Advance strategic alliances between CLP and external collaborators to advance CLP aims and objectives.
- Implement policies agreed by the programme’s Executive Committee.

Programme Management & Operations

- Provide line management of CLP team members employed directly by Fauna & Flora through objective setting, continuous performance management, annual appraisal, training provision and personal development planning.
- Coordinate and guide the CLP Management Team working across the three partner organisations to deliver the programme’s Strategic Plan, in relation to CLP roles and responsibilities, including employee recruitment and relevant input to annual performance

appraisal processes, in collaboration with the relevant Conservation Organisation Executive Committee member.

- Develop and present a yearly work plan and budget to the Executive Committee for approval.
- Manage programme resources within the agreed budget and present quarterly activity and financial reports to the Executive Committee.
- Oversee all processes related to funding CLP alumni through team awards, internships and alumni grants.
- Direct day-to-day CLP activities and ensure delivery of annual and long-term strategic objectives.
- Oversee the design, implementation, marketing and communications of the CLP.
- Report to and advise the Executive Committee annually regarding delivery of annual and long-term performance metrics measured against the CLP strategy and annual targets.
- Oversee monitoring and evaluation of programme outcomes and impacts.
- Facilitate workshops and deliver training courses for CLP beneficiaries as appropriate.

Learning

- Keep up to date and offer expertise on issues of conservation leadership as well as youth and early career engagement in conservation.
- Engage with each partner organisation's regional and thematic programmes on capacity development initiatives sharing experiences and lessons learnt from CLP and more broadly.
- Facilitate staff and partner interactions with CLP alumni and projects to promote learning and collaboration.
- Provide advice and support to new applicants and CLP alumni, including support in their nominations for other awards.

General

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

Person Specification

	Essential	Desirable
Skills, knowledge & experience	<ul style="list-style-type: none"> • Excellent programme management skills • Excellent verbal communication skills, with ability to present and persuade at all levels with confidence and credibility • A degree or equivalent level qualification in a relevant field, preferably life sciences • Significant experience in programme management, including within the conservation sector • Demonstrated experience with strategy development and implementation • Demonstrated experience with successful fundraising and donor management • Demonstrated experience with financial management, including budgeting, reporting and grant management • Experience securing, developing and maintaining partnerships and collaborations • Experience with training and capacity building programmes within the conservation sector • Proven confident facilitation skills in international, multi-cultural settings • Experience organising and running complex events, including conferences and workshops in-person and online • Experience of managing remote teams • Excellent written communication skills, including report and proposal writing • Excellent presentation skills • Excellent interpersonal and diplomatic skills • Excellent administration skills • Excellent numeracy skills • Fluency in spoken and written English 	<ul style="list-style-type: none"> • Skills in Spanish, Portuguese, French, Bahasa Indonesia or another second language • Field experience in conservation
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's values • Commitment, passion and enthusiasm for the development of conservation leadership • Excellent team player, with the ability to build positive personal and organisational relationships • Self-motivated, with ability to demonstrate initiative 	

	<ul style="list-style-type: none"> • Ability to deal with challenges in a pragmatic way • An international outlook and understanding of different cultures • Empathetic to needs of early-career grantees and their challenges in delivering projects 	
Other	<ul style="list-style-type: none"> • Commitment to Fauna & Flora, BirdLife and WCS's mission and values • Ability and willingness to undertake international travel as required 	

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 amy.dennett@fauna-flora.org

Please mark your application '**Executive Manager, Conservation Leadership Programme**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **Sunday, 6 April 2025**. Interviews are likely to take place during the week commencing 21 April 2025.

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