



Richard Jenkins/Madagasikara Voakajy

Senior Programme Development Manager, Statutory Funding

Conservation Partnerships

(Parental Leave Cover)

“In the past century FFI 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,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Conservation Partnerships

FFI is organised around programme delivery in four regions – Asia Pacific, Eurasia, Africa and the Americas & Caribbean. In addition, there are a substantive set of cross-cutting initiatives globally under the Department of Conservation Partnerships. This Department is focused on supporting the technical excellence and effectiveness of FFI's conservation work, developing different approaches to support conservation and ensuring their integration within the regional portfolios. The Conservation Partnerships Department comprises five thematic teams working on Conservation Science & Design, Conservation Capacity & Leadership, Conservation Finance & Enterprise, Extractives & Development Infrastructure and Agricultural Landscapes. Approximately 50 professionals work in these five teams to support design and delivery of the regional programmes and FFI's overall vision.

The Opportunity

FFI is seeking a highly experienced professional to manage FFI's newly expanded statutory (government and multilateral) funding team, and drive and manage fundraising activities across FFI in relation to statutory donors.

Substantial experience of team management is essential for this role and you will be an excellent people manager, focused on enabling your two team members to develop and deliver in their new roles. You will support colleagues and partners to develop high-quality proposal packages for priority donors and ensure their timely submission. You will coordinate proposals and reporting internally, and ensure all documents produced for donors meet their criteria, as well as follow FFI approval and submission procedures. You will monitor FFI's activities in statutory fundraising and fund management, and support internal decision-making by sharing this learning.

You will have proven experience of securing high-value restricted grants or contracts, ideally in an international conservation context, and be able to support others in developing excellent proposals and donor-facing communications that position FFI as a credible, innovative partner and which meet donor compliance requirements.

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 FFI'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, FFI 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: 14 October 2019

Duration of Contract: This is a temporary position to provide parental leave cover and will terminate on or before 27 October 2020 on the return of the Senior Programme Development Manager, Statutory Funding from parental leave.

Probation Period: Three months

Salary: circa £36,000

Location: Fauna & Flora International, Cambridge

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 FFI UK offices are closed.

For employees on UK-based contracts, FFI 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. Part-time working hours may be considered (minimum 70%). Standard full-time working hours are Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

Job Description

Job Title: Senior Programme Development Manager, Statutory Funding, Conservation Partnerships

Reporting to: Senior Director, Conservation Partnerships

Line reports: Programme Development Manager, Statutory Funding
Programme Development Officer, Statutory Funding

Key Relationships: Statutory Funding consultant (US)
Trusts & Foundations and Philanthropy teams
Programme Managers, Regional teams
Programme Managers, Conservation Partnerships teams
Head of Finance
Finance Business Partners
Senior Management Team

Purpose:

The Senior Programme Development Manager will coordinate FFI fundraising from bilateral, multilateral and other official donors, including relationship-building at Headquarters level, supporting effective relationship building at mission and delegation levels in FFI key operating countries, helping to assure the submission of high quality and well-targeted proposals to donors from all FFI teams, and monitoring and enabling compliance with donor requirements in project delivery. S/he will work closely with the Trusts and Foundations fundraising team to ensure maximum success in bids for restricted funding.

Specific Duties

Management

- Provide line management support to a new Statutory Funding team to ensure they have access to the information, resources and opportunities to work efficiently and effectively in their roles
- Act as a focal point for statutory funding across FFI, coordinating proposals, reports and requests to ensure inclusive working practices, in line with FFI values and processes
- Provide regular updates on statutory funding activities as needed to the Senior Management Team and others across FFI to support their planning and decision making

Applications

- Ensure funding opportunities are shared with relevant teams through internal communications
- Liaise with Fund Managers, Finance Business Partners and Legal Officer to ascertain ability of FFI to accept funding in light of institutional capacity and implementing conditions
- Coordinate applications for competitive funding calls where an SMT decision needs to be made as to FFI priority applications
- Ensure all statutory proposal authors/ leads are guided through the FFI proposal development and sign off processes
- Support proposal development processes, particularly for complex and high value calls, ensuring timely input from the relevant technical and regional specialists, reviewing proposal documents as required, and generally supporting full compliance with FFI Delegation of Authorities

Internal Capacity

- Implement FFI's statutory fundraising strategy in alignment with FFI's Business Plan, coordinated with other funding streams
- Input to internal systems, processes, plans and projects as needed
- Review the project and proposal development and sign-off processes and Delegation of Authorities as requested, develop recommendations and roll-out any agreed changes
- Champion the links between government funding calls and international agreements and commitments, and work within FFI to align our projects with the same agreements to make our strategic relevance clearer at multiple levels

Statutory Relationships

- Oversee research into key multilateral and bilateral donor agency strategies and identify opportunities for FFI to input into donor strategies and plans
- Coordinate relationship building with the headquarters of statutory donors, e.g. arrange donor meetings, attend where appropriate, and ensure meeting actions are followed-up
- Encourage field programmes and other relevant FFI staff to establish mission and delegation level linkages with key donors in FFI target countries
- Maintain an overview of key relationships between FFI and priority donors, and channel enquiries, requests and opportunities via the most appropriate person

Learning

- Represent FFI at external working groups, events and meetings with respect to statutory donors
- Produce internal reports to monitor FFI performance in funding successes for monitoring, evaluation and learning purposes (for example, on diversity of donor base, funds raised, overhead secured, and % proposals funded)
- Work with the Conservation Capacity & Leadership and Conservation Science & Design teams in particular, to share learning, experience, and input into knowledge management and learning initiatives
- Lead FFI's work to map statutory funding opportunities for restoration in Europe, under guidance from the overall project lead, and share information internally as per the project plan and to support FFI strategic planning

FFI General

- Ensure that appropriate resources are in place to deliver objectives and, where necessary, identify and supervise consultants with specialist skills to support the delivery of objectives in accordance with budget and Delegation of Authorities
- Undertake any other tasks commensurate with the position that may be requested, by your Line Manager

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Strong people management skills, with ability to mentor, inspire and performance manage individuals • Excellent written and oral communication skills (English), including proposal writing and report writing • Strong interpersonal skills • Ability to convey FFI's work externally with confidence and credibility • 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 FFI's programme portfolio, in particular Spanish, French, Bahasa Indonesia
Knowledge and experience	<ul style="list-style-type: none"> • Proven track record of securing restricted funding from research or statutory donors • Proven experience in managing donor relationships effectively at senior level • Proven experience in team management • Demonstrated ability to set and manage processes involving numerous internal stakeholders • Experience of working in an international environment 	<ul style="list-style-type: none"> • Knowledge of international conservation • Experience of securing funding from government and multilateral donors for international conservation work • Experience of developing new teams
Behavioural qualities	<ul style="list-style-type: none"> • Self-starter • 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 • Commitment to compliance and responsible management of donor funds • Knows when to step back and when to be hands on • Commitment to FFI's mission and vision 	
Other	<ul style="list-style-type: none"> • Entitlement to work in the UK • Ability to undertake international travel 	

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to amy.duthie@fauna-flora.org

Please mark your application '**Senior Programme Development Manager, Statutory Funding, Conservation Partnerships**'.

The closing date for applications is **Sunday, 18 August 2019**. Interviews are likely to be held during the week commencing **Monday, 2 September 2019**. 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.

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

FFI 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, HR Officer, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity