



Programme Development Officer, Statutory Funding

Conservation Partnerships

“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 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 an experienced professional to support FFI's funding 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 FFI 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 in FFI programme countries.

There is a strong knowledge-sharing element to this work, and you will share examples of learning and best practice across FFI to maximise FFI's success rate and support colleagues as they build productive relationships with donors. You will have excellent data management skills, and monitor FFI'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 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:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary:	circa £24,000 per annum
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. 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: Programme Development Officer, Statutory Funding, Conservation Partnerships

Reporting to: Senior Programme Development Manager, Statutory Funding, Conservation Partnerships

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

Purpose:

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

Proposals, reports and communications

- Contribute to high quality proposals from across FFI to statutory donors, including with proof reading and editing, compiling supporting documents, formatting, cross-checking proposals against donors 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 reports to donors on project progress
- Identify opportunities to share news and stories from FFI projects publicly, and work with the communications team to ensure these opportunities are maximised

Data and knowledge sharing

- Maintain FFI's intranet (MyFFI) to ensure complete records of all statutory proposals and supporting documents are stored, and make good practice examples available to all staff
- Support internal planning and decision making by maintaining up-to-date information on the statutory pipeline, and produce regular reports on progress against targets as requested
- Maintain an overview, using focal point data, of upcoming reporting deadlines, to support team work planning
- Work with the Trusts and Foundations team to understand the functionality of ThankQ, and support decision-making on the potential benefits for FFI and statutory funding, leading or supporting any resulting actions as needed
- Champion GDPR requirements in proposals, reports, and statutory funding information sharing at FFI
- Represent the statutory funding team in internal coordination groups, including the project cycle working group, and others as requested

Research and prospecting

- Research statutory funding opportunities published within countries of FFI operation, for example, through embassies or delegations, to generate new statutory prospects for FFI projects
- Research thematic opportunities for cross cutting teams, both proactively and as requested by thematic leads
- Ensure funding information is accessible across FFI, by maintaining up-to-date briefs on donors, in-country opportunities, and upcoming and newly published funding opportunities, via MyFFI, a funding bulletin, briefing documents, and other tools.

Other

- 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">• Excellent written and oral communication skills (English)• Strong research skills• 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 FFI's programme portfolio, in particular Spanish, 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 statutory donors• Experience of securing funding for international conservation work
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	

	<ul style="list-style-type: none"> • Ability to build positive personal and organisational relationships • Politically astute and diplomatic • Ability to work in a multicultural context • 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 '**Programme Development Officer, 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