



Programme Officer, Agricultural Landscapes

“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, while 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.

Agricultural Landscapes Programme

Agriculture is the main driver of land-use change globally, and many on-the-ground stakeholders in FFI's areas of operation are subsistence farmers. FFI seeks to work directly with farming communities, through local staff and partner organisations, to develop, design and implement interventions that improve the incomes, opportunities and livelihoods of farmers while working towards landscape-level conservation goals. In addition to this, we engage with the agribusiness sector with the objective of influencing policy and practice around biodiversity impact and management within agricultural supply chains.

We prioritise community consultation and good data collection, and our recommendations are based upon the ideal of meeting both human development and conservation goals. Examples of our work include:

- Providing technical support within projects
- Promoting techniques to monitor and report the value of ecosystem services within farming landscapes
- Providing direct support and advice to regional and thematic teams on any issues relating to agriculture, pollination and some aspects of forestry
- Promoting effective monitoring and evaluation via good agricultural data collection
- Developing context-specific positions on key topics such as agrochemicals and GM crops
- Developing relationships within the larger world of agriculture in development and conservation, including ties with research institutions and national agricultural ministries
- Raising the profile of wild pollinators and the potential loss of pollination services as a risk to agribusiness

The Opportunity

FFI is seeking qualified candidates for the position of Programme Officer, Agricultural Landscapes, to support the delivery of agriculture, including agroforestry, within FFI's conservation projects around the world.

You will provide technical agricultural and agroforestry input and support to FFI's portfolio of conservation projects around the world, working closely with our regional teams and partner organisations. You will also contribute to the design, development and delivery of agricultural activities in high-priority countries. You will support data design, collection and analysis and the communication of these results to donors, stakeholders and the public through written work. You will provide administrative support to the Agricultural Landscapes programme, and work with the

Technical Specialist, Agricultural Landscapes, to report to donors and to fundraise. You will have a degree or equivalent qualification in agriculture, agricultural development, biology or ecology with relevant technical expertise, including field-based agricultural development, and proven ability in project management and administration, including financial aspects.

You will be able to collaborate effectively with government agencies, non-governmental organisations and a variety of other partners and stakeholders, and have excellent interpersonal and communication skills. You will be highly organised and self-reliant, yet a good team player, responsive to the needs of colleagues and partners. Excellent writing skills are essential, including experience of writing funding proposals and donor reports. International travel will be required. Fluency in written and spoken English is essential, and fluency in French, as well as agroforestry and pollination experience, is highly desirable.

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 £25,000

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, working Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

Job Description

Job Title: Programme Officer, Agricultural Landscapes

Reporting to: Technical Specialist, Agricultural Landscapes

Key Relationships: Senior Programme Manager, Agricultural Landscapes
Finance Business Partner, Conservation Partnerships
Project Manager, Wonegizi REDD+ Project, Liberia
Agricultural Specialist, Liberia
Agriculture Assistant, Liberia
Project Manager, Ziama Forest
Integrated Conservation & Livelihoods Project Manager, Cambodia
Programme Managers, Regional Teams
Conservation Finance & Enterprise Team
Conservation Livelihoods & Governance Team

Purpose:

- To coordinate and support the effective, efficient implementation of technical components within agricultural-related projects in collaboration with FFI colleagues, and partners
- To provide administrative, financial and technical support across all projects within Agricultural Landscapes
- To contribute to the Agricultural Landscapes programme development, learning, communication and fundraising

Specific Duties:

Programme coordination and support

- Coordinate and support technical components as needed within projects in close collaboration with technical specialists, project staff, partners, and other stakeholders
- Support data design, collection and analysis for internal and donor reporting
- Conduct literature reviews on specific topics as needed by projects and ensure the team are kept up to date on latest findings
- Ensure appropriate structures and processes are in place for tracking progress, taking into account FFI's approaches and requirements for project implementation, and grant terms and conditions
- Facilitate the delivery of project activities with partners and stakeholders, including organising procurement and providing hands-on assistance with tasks where needed
- Support and contribute to the preparation of technical and financial reports to the project donors and partners, and an annual report for each project
- Monitor and report on project cycle status for all Agricultural Landscapes programme projects, ensuring internal procedural deadlines and obligations are brought to the attention of relevant staff
- Monitor and report to relevant project staff on Theory of Change (ToC) and impact monitoring status for all projects in the programme
- Liaise with the FFI Communications team and local partner organisations to communicate and

promote the project(s) and agricultural conservation issues, including providing written materials for the FFI website, social media and contributing news stories, blogs, and/or scientific papers

- Supervise students, temporary internships and work placements as required
- Maintain an effective record of contacts and project activities
- Keep filing systems ordered and fit for purpose on the *MyFFI* platform in accordance with FFI's data management policy and framework, ensuring appropriate access to information for regional and cross cutting teams

Programme administration

- Support financial management and tracking of Agricultural Landscapes programme funds, under the guidance of the Senior Programme Manager, Agricultural Landscapes and with the support of the Finance Business Partner, Conservation Partnerships, including:
 - Timely processing of invoices, reimbursements, cash transfers, procurement and the various requirements of project establishment and operations. This includes assisting with data entry on FFI's centralised financial system, FocalPoint.
 - Evaluating and reconciling financial expenditure in relation to planned activities
 - Advising staff on project budget execution and projections, including timesheet recovery
 - Assisting the Senior Programme Manager, Agricultural Landscapes with preparation of project sub-contracts, funding agreements, and contracting processes
 - Supporting the team and other key personnel with the processes for establishing new projects
 - Coordinating annual reporting processes for the programme
 - Liaising with selected donors, including taking responsibility for the timely preparation of narrative and financial reports, as required by each donor

Programme development and fundraising

- Contribute to strategic planning of the Agricultural Landscapes programme, including discussion of fund-raising priorities and strategies
- Collaborate with colleagues and partners on the development and writing of agreed project proposals

Other

- Represent the Agricultural Landscapes programme internally and externally, including maintaining relationships with collaborating institutions and selected donors
- With agreement of Line Manager, perform any other tasks that may be requested from time to time, which are appropriate to the Programme Officer's skills and experience, and relevant to the scope of this role

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Project coordination skills with experience in project development and implementation • Administrative skills, including budgeting, financial administration and reporting • Technical knowledge and skills relevant to agriculture and agroforestry with conservation objectives • Ability to gather and analyse technical information, including qualitative and quantitative data • Strong interpersonal and communication skills • Excellent writing skills, including proposal and report writing • Proven ability to develop and maintain effective working relationships with diverse people and organisations, such as governments, NGOs, community groups and businesses • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Ability to engage with and develop relationships with the private sector • Fluency in French and/or, Spanish or Bahasa (French extremely desirable)
Knowledge and experience	<ul style="list-style-type: none"> • An degree or equivalent qualification in agriculture, agricultural development, biology or ecology • A good technical background and understanding of agriculture and conservation issues • Field experience in research, conservation or development preferably in a developing country context • Track record of efficient project planning, implementation, budget management and financial reporting 	<ul style="list-style-type: none"> • Postgraduate degree in agriculture • Previous experience working on pollination and pollinators • Specialist knowledge on particular crop, agricultural method or land management issue • Experience working with local partners, authorities and communities in various cultural contexts • Experience of working with remote teams • Experience developing and applying Theory of Change

	Essential	Desirable
Behavioural qualities	<ul style="list-style-type: none"> • Builds positive personal and organisational relationships • Ability to deal with challenges in a positive way • Culturally sensitive • Self-starter, able to work well under own initiative • Team player, demonstrating ability to seek out and harness the views and contributions of others • Commitment to conservation and desire to make a difference 	
Other	<ul style="list-style-type: none"> • Entitlement to work in the UK • Ability to undertake regular 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 michelle.villeneuve@fauna-flora.org

Please mark your application '**Programme Officer, Agricultural Landscapes**'.

The closing date for applications is **Sunday 1 September 2019**. Interviews are likely to be held during the week commencing 16 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