



Grant Manager

Conservation Finance & Enterprise

“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 Finance & Enterprise

There is growing consensus that grant-based finance is insufficient to tackle many of the problems faced by society. The continued decline in biodiversity and the resulting loss of ecosystem services are no exception. With the pressure on threatened species and habitats rapidly increasing, there is a need for significant additional financing for conservation work. This requires innovative operating models in order to respond adequately to the global conservation challenge with the speed and scale required to halt significant further loss.

Funder preferences are evolving and increasingly focused on such innovative operating models. There is a demonstrable shift in interest towards performance/outcome-based funding and in supporting enterprise models for achieving impact. In the context of forest landscapes, the goals of climate change mitigation, biodiversity conservation and benefits for local people in these areas have converged within the global REDD+ agenda.

Against this backdrop, FFI addresses the related challenges of establishing long-term, sustainable funding models for conservation initiatives; strengthening local and global incentives for conservation; and the urgent need for greater recognition of biodiversity and ecosystem services values within the global economy. FFI has a vision where access to sustainable economic opportunities drives positive conservation outcomes by enabling and motivating local and global actors to enhance protection of threatened habitats and species.

The Opportunity

As Grant Manager, you will play a pivotal role in the implementation of pioneering REDD+ work, being responsible for the grant management and administration of a substantial award from the Norwegian Government, for projects in Liberia and Myanmar. You will work closely with Liberia and Myanmar regional programmes and REDD+ technical specialists within the Conservation Finance & Enterprise programme, supporting effective grant implementation and ensuring compliance. You will also work closely with the Liberia Programme to support set-up and management of future awards, relevant to this programme of work.

You will have a passion for wildlife conservation and sustainable development, and a strong proven track record in the management of statutory grant funding, including multi-million dollar awards for international programmes of work, including in developing countries.

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.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation. In addition, FFI offers a generous pension contribution, attractive annual leave allowance and life insurance.

This position is based in FFI's head office in Cambridge, UK, with potential international travel to Liberia, Myanmar and elsewhere as required. 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

End Date: 30 April 2021

Probation Period: Six months

Salary: circa £34,000

Location: Fauna & Flora International, Cambridge

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

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: Grant Manager, Conservation Finance & Enterprise

Reporting to: Senior REDD+ Programme Manager, Conservation Finance & Enterprises

Key Relationships: The post-holder must have a highly collaborative approach and will work closely with FFI colleagues in the UK and abroad, and national partners on all aspects of the role. Key internal relationships include:

- Project Manager, Wonegizi REDD+ Project, Liberia
- Country Manager, Liberia
- Technical Specialist, Forestry & Forest Carbon, Conservation Finance & Enterprise
- Technical Specialist, Responsible Investment, Conservation Finance & Enterprise
- Finance Business Partner, Conservation Partnerships
- Conservation Partnerships Administrator
- Programme Manager, Upper Guinean Forest Landscape, Africa
- Senior Programme Manager, West & Central Africa
- Senior Technical Specialist (Livelihoods & Governance), Africa Senior Programme Manager, Agricultural Landscapes
- Programme Manager, Northern Programme, Myanmar
- Senior Programme Development Manager, Statutory Funding, Conservation Partnerships

Purpose:

The Grant Manager will manage the delivery of the Norad grant: '*Driving REDD+ consensus through national policy implementation*', which is the primary funder of the Wonegizi REDD+ Project, and also supports FFI's community forestry programme in Myanmar. He/she will also support FFI in understanding funding opportunities, especially multilateral funding mechanisms, relevant to REDD+ and our portfolio of pilot projects, with a particular focus on bi-lateral and multi-lateral climate finance; and will support the development of new funding proposals, as appropriate.

Specific Duties

Daily Grant Operations

- Work with the Wonegizi REDD+ project manager to manage the Norad grant budget on an ongoing basis, specifically focusing on tracking and forecasting expenditure and ensuring compliance with all donor requirements with specific attention on procurement processes
- Identify, secure and contract consultants in accordance with institutional and donor requirements
- Work with the Finance Business Partner, Conservation Partnerships to analyse project financial performance, including postings and spend, and support the Wonegizi REDD+ project manager to re-budget throughout year as required
- Support in country staff to ensure that financial management meets both FFI's in-country and UK-based institutional auditing requirements and donor auditing requirements
- Support the Senior REDD+ Programme Manager to liaise with and coordinate the relevant regional and cross-cutting staff to ensure the delivery of day to day grant activities, ensuring that they are on track against targets and budgets taking into account their other programme commitments to ensure effective and timely delivery of activities
- Act as primary liaison point with the donor

Monthly/ Annual

- Work with the Wonegizi REDD+ project manager and the Programme Manager, Northern Programme, Myanmar and other key staff to develop annual operational budgets and work plans for the Norad grant: '*Driving REDD+ consensus through national policy implementation*'
- Lead FFI and donor technical report writing and editing, coordinating the inputs of team members, cross-cutting teams, specialists and partners, ensuring accurate and timely technical reports to the donor, as per FFI and donor requirements
- Prepare project financial reports, with support from the Finance Business Partner, Conservation Partnerships, and ensure timely and accurate technical, operational and financial funder and institutional reporting
- Prepare periodic disbursement requests and budget justifications for the donor
- Support the smooth integration of existing Norad funded activities with new funding streams in the Upper Guinean Forest Landscape (UGFL)

Compliance

- Track all deliverables expected from the donor that are additional to those captured within the project results framework, and coordinate the inputs of relevant staff to ensure timely delivery and reporting against these deliverables, flagging any issues at the earliest opportunity to the Senior REDD+ Programme Manager
- Work with project staff to ensure project delivery is in compliance with all non-financial obligations within the terms of the Norad grant agreement, and in accordance with FFI policies and procedures;
- Coordinate project data and results management, ensuring compliance with FFI's data management framework

Project deliverables

- Coordinate external project review (consultancy) due at end 2019
- Coordinate preparations for project representation at UNFCCC COP, and other relevant fora

Bi-lateral and multi-lateral REDD+ development support

- Support the CFE team in keeping up to date with details of key bi-lateral and multi-lateral funding mechanisms relevant to REDD+ and to supporting FFI's projects to access these
- Support FFI's pilot projects to respond to and take advantage of REDD+ funding opportunities, including supporting the development of proposals to pursue strategic funding opportunities

Administrative support

- Support financial management of the Conservation Finance & Enterprise programme to ensure timely and accurate financial reporting, to meet institutional and donor requirements
- Ensure that the Norad grant budget details are accurately entered into FFI's institutional annual budget within agreed timeframes

Learning and Assimilation

- Participate in Conservation Finance & Enterprise team meetings, and other relevant internal and external meetings
- Under the direction of the Senior REDD+ Programme Manager, assist with documentation and dissemination of lessons learned internally and externally as agreed and appropriate

Grant closure

- Lead the grant management and administrative steps required for smooth grant closure

Other

- Carry out any other tasks from time to time that may be requested of you as an FFI staff member that are in line with your skills and experience

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to manage delivery of complex statutory grants, involving diverse actors, and requiring delivery and monitoring of multiple streams of work • Strong budget and financial management skills • Excellent interpersonal skills • Ability to communicate and collaborate effectively with partner organisations and donors • Excellent written and oral communication skills, including report writing • Advanced Microsoft Office skills, including Outlook and Excel • Strong organisational skills, with structured and methodical approach to work • Meticulous attention to detail • Ability to think laterally and problem solve • Ability to convey FFI's work externally with confidence and credibility • Fluency in English 	<ul style="list-style-type: none"> • French language
Knowledge and experience	<ul style="list-style-type: none"> • Proven track record of effective grant management • Proven experience in financial management of high-value statutory awards • Proven experience in managing donor relationships effectively • Demonstrated ability to set and manage processes involving numerous internal stakeholders • Relevant degree • Proven experience working in the environment and development field • Experience of working in an international environment 	<ul style="list-style-type: none"> • Experience of working in West Africa, particularly Liberia • Experience in the design and implementation of REDD+ projects and policies • Knowledge of international climate policy as it relates to land use and forestry, and examples of national government approaches to delivering REDD+ • Experience working within a geographically dispersed team

Behavioural qualities	<ul style="list-style-type: none"> • Excellent team player, able to seek out and harness the views and contributions of others • Self-motivated and output driven, committed to producing the highest quality of work • Flexible and adaptable in uncertain and changeable work situations • Capable of dealing with challenges in a creative, positive and constructive manner • Commitment to compliance and responsible management of donor funds • Commitment to FFI's Vision and Mission • Able to build and maintain positive personal and organisational relationships • Able to work effectively and diplomatically in a geographically dispersed team 	
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 charlie.fisher@fauna-flora.org

Please mark your application '**Grant Manager, Conservation Finance & Enterprise**'.

The closing date for applications is **Wednesday, 25 September 2019**. Interviews will be expected to be held on **1 October 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