Programme Manager,
Eastern Atlantic Islands, Eurasia

“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

Founded in 1903, Fauna & Flora International (FFI) is the world’s longest-established international conservation organisation. Our vision is to create a sustainable future for the planet where biodiversity is conserved by the people living closest to it. We aim to do this through the conservation of threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science and take account of human needs. We have become a trusted entity in the world of conservation. Today FFI is active in over 40 countries.

Eurasia Programme

Many of Eurasia’s landscapes are recognised worldwide for their beauty and wilderness value, yet the importance of their biodiversity is frequently overlooked. The Eurasian steppe, the beech forests of the Carpathians, the Portuguese Montado and the fruit and nut forests and mountain ranges of Central Asia are just some of the stunning and biodiversity rich ecosystems in the region. They contain unique and rare wildlife such as the critically endangered saiga antelope and the Iberian lynx, the elusive snow leopard and ancient species of apple and walnut.

FFI is one of only a few international organisations working in the Eurasia region and is helping to raise awareness of the need for action amongst other international conservation and development charities. Many of our projects have laid the foundation and created the necessary infrastructure for other organisations to move in and help tackle the challenges of the region. We aim to build the capacity of local partners to conserve priority species and habitats. Our focus is in three core areas: Central Asia, the Caucasus, and Central-Eastern Europe and the Balkans. We also undertake ‘emergency’ interventions in countries outside of these core regions and are addressing marine and coastal conservation issues in Turkey and Cape Verde and most recently on the island of Príncipe in the Gulf of Guinea.

We are working with our partners to implement an exciting range of initiatives focused on ecosystems, habitats and species conservation in both the marine and terrestrial environments. Activities include addressing human wildlife conflict, biodiversity planning, capacity building of protected area teams, alternative livelihood development and community outreach.

The Opportunity

FFI is seeking a highly experienced conservation professional to manage FFI’s newly established Eastern Atlantic Islands Programme. You will represent FFI in the region and ensure the effective management and technical delivery of projects in Cape Verde and Príncipe, leading on the development of projects in these countries and elsewhere in the Eastern Atlantic, working in close collaboration with FFI’s teams and partners in the region.

You will have a strong proven track record in operational, project, grant and financial management at a similar level. You will be skilled in providing both strategic advice and technical input to the design, development, implementation and evaluation of projects.
Strong leadership and people management skills are essential to the role to ensure a professional and motivated team that delivers effectively against project aims, objectives and timelines. The role also requires a skilled and credible communicator, who is confident in developing and managing relationships internally and with relevant stakeholders, including governments, non-governmental partners, donors and funders.

An advanced degree or equivalent level qualification in a relevant discipline and strong technical conservation skills are essential. You will have a strong track record in fundraising, experience in institutional development and capacity building and be able to demonstrate an understanding of the statutory and regulatory frameworks within which FFI operates in the Eastern Atlantic Islands. Fluency in written and spoken English and Portuguese is essential; Creole or another language relevant to this region is desirable.

In return, the role offers the opportunity to work within a groundbreaking and entrepreneurial organisation, at the forefront of global conservation. In addition, you will receive 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 Range:** £33,000 - £35,000 per annum

**Location:** Fauna & Flora International, Cambridge, with international travel as required

**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.
Final appointment is subject to the resumption of conditions that, in FFI’s judgement, enable the role to be carried out following the measures and travel restrictions introduced by the authorities in response to the Covid-19 outbreak.

Job Description

Job Title: Programme Manager, Eastern Atlantic Islands

Reporting to: Regional Director, Eurasia (RD)

Line manages: Conservation Managers based in Príncipe (x 2)

Working with:

The Programme Manager will represent FFI with national and local government agencies, communities and community-based organisations, international and national partner NGOs, for-profit entities, academic institutions, funders and donors, representing the values and interests of FFI at all times.

Purpose:

• Ensure the effective management and technical delivery of projects in Cape Verde and Príncipe
• Lead on the development of projects in the Eastern Atlantic Islands region, proactively identifying funders and donors and developing relationships and partnerships that support a sustainable conservation programme, in line with FFI’s mission, vision and strategic aims
• Represent FFI in the region and to internal and external stakeholders
• Provide technical input and support to projects as required

Specific Duties:

Programme Development

• In collaboration with the Regional Director, Eurasia contribute to and coordinate the strategic planning and development of the Eastern Atlantic Islands Programme in line with FFI’s strategy and business plan and Eurasia Programme strategy
• In collaboration with the Regional Director, Eurasia, Conservation Managers and technical specialists, develop and input to project concepts and proposals, in line with approved strategic plans and FFI’s project cycle
• Proactively identify prospective funders and donors and develop tailored proposals to fund approved projects, working with the Finance Business Partner to ensure accurate budgeting, staff and overhead charging and cost recovery
• Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required
• Expand FFI’s presence in the region in line with the Eurasia Programme strategy through active engagement on neighbouring Cape Verdean islands and other Eastern Atlantic Island countries
Programme Representation

- Represent FFI and the Eastern Atlantic Islands Programme, developing its profile and promoting its work to third parties where required, including diplomatic and government agencies, communities, NGOs, for-profit entities, academic institutions, funders and donors, and media
- Represent FFI at key fora, including consultations, negotiations, national and provincial meetings, workshops and briefings
- Act as a first point of contact both internally and externally for FFI’s Eastern Atlantic Islands Programme

Programme Management

- Oversee the implementation of project delivery across the Eastern Atlantic Islands Programme, ensuring compliance with FFI operating standards, policies and procedures, relevant in-country legislation, and contracts and grant agreements
- Support in-country partners and project team members to ensure work plans are in place to meet project aims, objectives and timelines and ensure that projects are implemented in line with work plans and within budget, taking into account FFI’s existing approaches to project implementation
- Working with the regional and finance teams, develop annual budgets and carry out periodic reforecasting for the Eastern Atlantic Islands Programme, in close collaboration with the Regional Director, Eurasia and Finance Business Partner
- In collaboration with the Monitoring and Evaluation Team, ensure processes for the effective monitoring and evaluation of projects, ensuring timely adaptation as required to meet project aims, objectives and timelines, and support the dissemination of lessons learnt
- Provide strong and motivational line management through objective setting, continuous performance management, annual appraisal, training provision and personal development planning to ensure the efficient and effective delivery of the programme
- Ensure timely and accurate technical, operational and financial donor and institutional reporting, inputting to and providing assistance with report writing and editing as required
- In accordance with FFI’s Delegation of Authorities, liaising with the Eastern Atlantic Islands Programme team members and UK HR Department where appropriate:
  - Support the recruitment of local staff and contracting of consultants by in-country programme staff and offices
  - Manage the recruitment of international staff and contracting of consultants by FFI UK
- Advise and assist in the management and administration of projects on a day-to-day basis
- Conduct regular site visits and meetings, and work together with in-country partners and team members to resolve problems
- Remain up-to-date with statutory and regulatory frameworks relevant to operations in the region
- Ensure that field operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity.
- Maintain an effective record of contacts and programme activities and provide activity reports as requested
Technical support
- Provide technical advice and input as required on conservation issues and priorities, project design, development, implementation and monitoring on current and forthcoming projects
- Liaise with project team leaders to ensure the smooth logistical coordination of biological surveys, community outreach and training, village meetings, and other site-based activities, meeting regularly with team leaders, partner organisations, consultants and other stakeholders as needed
- Provide technical advice as required to partner organisations and individual community-based initiatives, including advice in the areas of institutional development, governance and financial management

Partnership Development
- As relevant, proactively identify, develop and nurture relationships and partnerships with third parties, including national and local government agencies, community organisations, NGOs, for-profit entities and academic institutions, to maximise the effective delivery of FFI’s Eastern Atlantic Islands Programme
- Support the Eastern Atlantic Islands Programme staff and cross-cutting teams to build the organisational and technical capacity of in-country partners, in line with approved strategic plans and institutional agreements
- Lead development of and support in country team members on the negotiation of programme/project Memoranda Understanding (MOUs), Memoranda of Agreement (MOAs) with regional and national government and partners, in consultation with the Regional Director, Eurasia and in accordance with FFI documentation and FFI’s Delegation of Authorities

Communications
- Connect the Eastern Atlantic Islands programme with FFI’s wider conservation efforts through communication and collaboration with colleagues across regional programmes and cross-cutting teams
- Ensure the Regional Director, Eurasia remains up-to-date on the status of operations and project delivery in Eastern Atlantic Islands, bringing issues that may affect operations and delivery swiftly to his/her attention
- Ensure regular and effective communication and coordination with the Eastern Atlantic Islands in-country teams (including between the in-country teams and the wider Cambridge, UK teams)
- Liaising with the Communications and Fundraising Departments, contribute to communications and fundraising materials as required (e.g. web pages, articles, reports)

General
- Work as an active member of the Eurasia and in-country project teams and attend Eurasia team and protect team meetings.
- Provide input, where appropriate, on other technical work undertaken by the Eurasia programme or cross-cutting themes undertaken by the FFI Conservation Partnerships team and other FFI Programmes. This may involve work such as capacity building, workshop facilitation and conservation assessments.
- With agreement of the RD, perform any other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FFI and its Programmes.
## Person Specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>• Excellent project management skills, including project design, development, implementation, impact monitoring and evaluation</td>
<td>• Proficiency in a language relevant to the region</td>
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<td>• Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence</td>
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<td>• Excellent financial management and numeracy skills, including budgeting, financial tracking and reforecasting</td>
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<td>• Ability to plan and think strategically</td>
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<td></td>
<td>• Strong technical conservation skills, preferably spanning both ecological and social/economic aspects</td>
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<td>• Strong verbal communication and networking skills, to both technical and non-technical audiences, with ability to present, negotiate and persuade with confidence and credibility</td>
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<td>• Excellent written communication skills, including report and proposal writing</td>
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<td>• Strong prioritisation and time management skills, with ability to work to multiple deadlines and a clear focus on delivery of outputs</td>
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<td>• Proven ability to assess capacity, mentor and develop skills of project staff and other partners</td>
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<td>• Fluency in written and spoken English</td>
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<td>• Fluency in written and spoken Portuguese</td>
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<tr>
<td>Knowledge and experience</td>
<td>• An advanced degree or equivalent qualification in conservation / natural resource management or relevant social science field</td>
<td>• Experience working in a developing country and/or in an NGO environment</td>
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<td>• Substantial relevant conservation experience, including proven operational and people</td>
<td>• Experience working with remote teams</td>
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<th>Management and Programme Development</th>
<th>Behavioural Qualities</th>
<th>Other</th>
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<td>• A strong technical background and understanding of a range of terrestrial habitat and species conservation issues</td>
<td>• Builds positive personal and organisational relationships</td>
<td>• Entitlement to work in the UK</td>
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<td>• Strong track record in fundraising, with experience developing and nurturing donor relationships</td>
<td>• Ability to deal with challenges in a positive way</td>
<td>• Ability to travel regularly and at short notice within the Eastern Atlantic Islands region</td>
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<td>• Proven grant management including experience managing statutory funding</td>
<td>• Culturally sensitive</td>
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<td>• Proven experience working effectively with partner organisations, including government agencies, national and local NGOs, community-based organisations and for-profit entities</td>
<td>• Self-starter, able to work well under own initiative</td>
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<td>• Experience managing teams to deliver projects</td>
<td>• Team player, demonstrating ability to seek out and harness views and contributions of others</td>
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<td>• Experience in institutional development and capacity building</td>
<td>• Commitment to organisational and legal compliance and to responsible management of donor funds</td>
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<td>• Experience working at a strategic level within a small and regionally dispersed team</td>
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How to Apply

Applications, consisting of a covering letter explaining why you are applying for the position and relating your experience and skills to the role, a full CV, and contact details for two referees (who will not be approached without your permission) should be submitted via email to eurasia@fauna-flora.org.

Please mark your application ‘Programme Manager, Eastern Atlantic Islands’ and indicate in your covering letter where you saw this position advertised.

The closing date for applications is Tuesday 2 June 2020.

Interviews will be held during the week commencing 15 June 2020. Due to the Covid-19 outbreak, we anticipate that interviews will be held remotely.

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.