



Jeremy Holden /FFI

Grant & Development Manager, West Africa

“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.

Africa Programme

FFI currently operates in 14 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused on species and habitat conservation, biodiversity planning, protected area management, institutional development and capacity building, sustainable use and community-focused wildlife management initiatives.

To achieve its mission in Africa, FFI works with and alongside local partners to focus on the sustainable use and management of natural resources as a means to effective conservation in the long-term. In all its projects in Africa, FFI seeks to:

- Build and support local partnerships with African conservation and community development organisations
- Strengthen institutions to bring sustainability and added value to projects
- Maintain long term presence and relationships
- Reconcile conservation goals with the needs of local people
- Incorporate sound science in decision-making to ensure the positive impact of activities

FFI's work in West Africa

West Africa is home to the Upper Guinean Forest, a global biodiversity hotspot spanning several countries, rich in endemic and threatened species not found elsewhere. These forests and the wildlife they support are at risk from extreme and immediate threats, such as poaching, itinerant agricultural expansion, development infrastructure and climate change. The West Africa Coast is also rich in marine biodiversity that is essential for the livelihoods of thousands of people, however many years of over-fishing and an increasing use by international fishing vessels is putting this transboundary ecosystem at risk. FFI is looking to seize the opportunity to mitigate these threats and save biodiversity and ecosystems on a regional scale.

FFI currently operates directly with FFI staff and with partners in Liberia and Guinea, and with partners in Senegal, Sierra Leone and Cote d'Ivoire. Within these countries we utilise an array of conservation expertise within FFI and partner organisations on approaches including tackling the illegal wildlife trade, influencing extractives and infrastructure developments within the land and sea scape to ensure positive outcomes for conservation, and mitigating climate change through initiatives such as REDD+.

FFI currently implements transboundary conservation projects with a strong focus on the sustainable use of natural resources that are funded through a range of large statutory sources from USAID to the British and Norwegian governments. We are looking to build on this to deliver

conservation at transboundary land and sea-scape scales across the region.

The Opportunity

We are seeking an experienced professional to fulfil a regional scale grant management and fundraising development role within FFI's West Africa portfolio of work. Overseeing current and future statutory grants and leading on new statutory funding opportunities, this position will play a critical role in coordinating the inputs of staff both in the region and those based in the UK in order to enable the delivery of positive conservation results, whilst complying with grant conditions.

You will have excellent statutory grant management skills and proven demonstrable experience in a role delivering conservation or similar projects with a strong grant compliance component, and thus be able to provide technical input on proposal design and monitoring as relevant across the programme and in line with FFI's strategy. Your outstanding interpersonal skills will enable you to build strong working relationships, bringing diverse groups of stakeholders together to accomplish common goals, and your exceptional writing skills will deliver high quality reports and proposals. Fluency in English and French is 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 Range:	circa £35,000 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, working Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

Job Description

Job Title: Grant & Development Manager, West Africa

Reporting to: Senior Programme Manager, West & Central Africa

Key Relationships: Director of Operations, Africa
Programme Manager, Africa
Finance Business Partner, Africa
UK based Africa technical specialists
West Africa country teams (Liberia and Guinea)
Cross-cutting teams
Fundraising and Communications teams

Purpose:

To work closely with the Senior Programme Manager, West and Central Africa (SPM-W&CA), the Country Manager, Liberia and in-country project managers to provide excellent statutory grant management and lead on development prospects for regional opportunities for FFI's portfolio of work in West Africa, in full compliance with FFI and donor financial guidelines and funding agreements, coordinating technical input from FFI staff from both regional and cross-cutting teams as appropriate.

Specific Duties:

Grant Management

- Undertake specific, statutory West Africa fund management responsibilities where appropriate including:
 - Ensure all funding proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards, the Delegation of Authority (DoA), and implementation context within the region
 - Work with in-country project managers to deliver grant funded projects within time-frames and budgets
 - Manage UK based procurement processes, identifying and negotiating with contractors and suppliers for materials and services, in accordance with institutional and donor requirements
 - Manage project inputs from relevant technical and operational staff, consultants and implementing partners, ensuring appropriate contracts are in place where relevant
 - 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 as per FFI and donor requirements

- Be responsible for fund finances with specific attention on tracking and forecasting expenditure to ensure project delivery is on budget and compliance with donor requirements and FFI regulations, and the DoA
- Prepare project financial reports, with support from the Finance Business Partner, Africa (FBP-A) and ensure timely and accurate technical, operational and financial funder and institutional reporting
- Ensure maintenance of project financial records by in country staff that meet both FFI's in-country and UK-based institutional auditing requirements and internal and donor reporting and auditing requirements
- Coordinate project data and results management, ensuring compliance with FFI's data management framework
- Under the direction of the SPM-W&CA, ensure smooth start up or integration into existing work of activities funded under the W&CA programme, including ensuring that agreed work plans are in place to meet aims, objectives and timelines for FFI, partners and funders
- Collaborate with relevant regional staff members to ensure the delivery of fund activities against the workplan, targets and budgets, coordinating the inputs of regional and cross-cutting teams and partners as necessary and appropriate, taking into account their other programme commitments to ensure effective and timely completion of deliverables
- Proactively disseminate lessons learnt both internally and externally as agreed and appropriate

Grant Development

- Under the direction of the SPM-W&CA, and in collaboration with relevant fundraising and cross-cutting teams, lead on the development of large statutory fundraising concepts and proposals for FFI's portfolio of work in West Africa , taking into account the funding requirements of FFI projects and partner requirements within the region.
- As approved and following FFI's project cycle process, develop funding proposals that meet the outcomes and objectives of FFI's portfolio of work in West Africa as specified by project Theory of Change (ToC) processes, ensuring input from relevant FFI staff and partners and maximising the opportunities for capacity development and the added value of a transboundary, mutli-country approach
- Engage the relevant Africa programme staff, cross-cutting team members and the FBP-A to ensure proposal budgets are appropriate for project implementation, address priorities and gaps, consider matched funding requirements, and meet staff and field operational costs and institutional overhead requirements
- Under the direction of the SPM-W&CA and in liaison with relevant country staff, ensure proposed activities comply with national laws, statutory regulations and have the requisite insurances necessary for implementation
- Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required

Programme Resourcing and Personnel Development

- In line with the DoA and relevant country staff members, contribute to the recruitment of any international, UK or in-country staff and consultants required for the effective running of FFI's work in West Africa
- If applicable, provide strong and motivational line management to staff specific to the West Africa Programme through objective setting, continuous performance management,

annual appraisal, training provision and personal development planning to ensure the efficient and effective delivery of the programme

Partnership Development

- Ensure the consultation and inclusion of appropriate stakeholders in the design and development of funding proposals
- In collaboration with appropriate country team members, ensure where necessary that funding proposals include support to build the organisational and technical capacity of in-country partners to deliver agreed approaches
- As agreed with the DirOA and the SPM-WCA and in collaboration with relevant team members, conduct due diligence of FFI partners within FFI's work in West Africa

Communications & Representation

- In collaboration with the DirOA, bring to the attention of the Communications Department any news worthy items arising within the landscape initiative and as agreed develop materials as required (e.g. web pages, articles, reports) to support FFI's work in West Africa and FFI's brand
- Represent FFI at appropriate external meetings and fora, including consultations, meetings and briefings

Other

- Work in full compliance with FFI protocols, ensuring work is done to high quality and within budget
- Undertake any other tasks commensurate with the position that may be requested of you, from time-to-time, by your Line Manager
- Undertake international travel to project sites, relevant conferences and international meetings as required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent grant management skills with ability to deliver multiple streams of work, to multiple donors and involving a diverse group of stakeholders • Excellent financial management and numeracy skills • Excellent written communication skills, including proposal and report writing, presentations and online content • Ability to coordinate and motivate FFI staff and partners to deliver funding objectives and contribute to proposal development • Excellent diplomatic and interpersonal skills • Excellent oral communication skills, with fluent written and verbal English and French 	

	<ul style="list-style-type: none"> • Advanced Microsoft Office skills, including Outlook and Excel 	
Knowledge and experience	<ul style="list-style-type: none"> • Proven accountability of large-scale statutory grant management and compliance including financial management, and quality and timely donor reporting (both technical and financial) • Proven programme development and fundraising record, with experience nurturing and managing donor relationships • Experience managing a project lifecycle process from the design stage through fundraising to implementation, M&E and reporting • Knowledge of a variety of conservation practices and approaches including protected area management in different designations, working with local people and co-management, the sustainable use of resources etc. • Understanding of the importance of statutory and regulatory frameworks within which to operate in Africa • Knowledge in institutional development and capacity building 	<ul style="list-style-type: none"> • A postgraduate degree in a relevant discipline or equivalent work experience in a relevant field • Experience of delivering conservation projects in West Africa • Knowledge of conservation tools and practices including biodiversity offsetting, REDD+ / carbon credits, participatory market systems development, conservation agriculture etc. • Understanding of the statutory and regulatory frameworks within which to operate in West Africa
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 high quality work • Flexible and adaptable in uncertain and changeable work situations • Capable of dealing with challenges in a positive and constructive manner • Commitment to organisational and legal compliance • Commitment to 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 flexibly and effectively in a geographically dispersed team 	

Other	<ul style="list-style-type: none">• Entitlement to work in the UK• Willingness and ability to travel internationally as required	
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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 africajobs@fauna-flora.org

Please mark your application '**Grant & Development Manager, West Africa**'.

The closing date for applications is **Sunday, 13 September 2020**.

Interviews are expected to be held during the week commencing **31 September 2020**.

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