Programme Assistant (Marine), 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

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, and 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.

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 four core areas: Central Asia, the Caucasus, Central and Eastern Europe and the Balkans and a number of islands in the Eastern Atlantic. 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 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’s Eurasia programme is seeking a Programme Assistant to provide support to the Eurasia Programme’s marine portfolio, primarily on programme and specific project administration, including aspects of financial management, coordination with and between cooperating partners and project development and fundraising. Subject to skills and experience, the post-holder might also have the opportunity to provide some technical support to marine conservation projects.

You will be experienced in supporting the delivery of complex conservation projects, including operational and financial administration, and will have an interest and technical knowledge related to conservation. You will have a degree in a relevant subject or equivalent experience in conservation or a related field and ideally some field based conservation experience. You will have demonstrable qualities and skills necessary to collaborate effectively and with people at all levels and a variety of partners and stakeholders. 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 donor reporting and producing financial reports.
Terms and Conditions

Start Date: 1 October 2020 (or as soon as possible thereafter)

Duration of Contract: Open

Probation Period: Six months

Salary: Circa £20,000 per annum, dependent on skills and experience

Location: Fauna & Flora International, Cambridge, UK

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 Assistant (Marine), Eurasia

Reporting to: Programme Manager (Marine), Eurasia (PMM)

Key working relationships: Programme Officer (Marine), Eurasia
Finance Business Partner, Eurasia
Programme Manager(s), Eurasia
Programme Assistant(s), Eurasia
Project Manager(s), Eurasia
Partner organisations

General Responsibilities:

- To support the effective and efficient implementation of the Turkey marine project in collaboration with FFI colleagues, partners and consultants;
- To provide administrative, financial, and technical support across projects within the wider Eurasia marine portfolio, including projects on São Tomé and Príncipe and Cape Verde.
Specific Duties:

**Programme administration**
1. Support the team to ensure that FFI's institutional and administrative policies, protocols and processes are adhered to, including the preparation of internal documents, project concepts and proposals, work plans and reports.
2. Assist in the organisation and coordination of programme logistics including travel to project sites for project planning, management, technical and implementation support and monitoring and booking flights and accommodation for partners and staff.
3. Support routine financial tasks including preparation, review and processing of invoices, procurement processes and review of monthly partner cashbooks.
4. Assist in the preparation of sub-grant agreements, MoUs, consultancy contracts and ensure appropriate input from relevant Eurasia colleagues, FFI Operations and HR team members.
5. Work with the Finance Business Partner, Eurasia, to support compliance with donor conditions including procurement, publicity and financial administration.
6. Assist in the preparation and review of FocalPoint reports to help track project expenditure.
7. Provide support towards the maintenance of an accurate and effective information management and storage and filing systems for the Programme.
8. Support project cycle management, bringing deadlines and obligations to the attention of the Programme Manager (Marine), Eurasia, and relevant field staff and partners.
9. Ensure the appropriate structures and processes in place for tracking project progress are up-to-date and take into account FFI's approaches and requirements for project implementation, and grant terms and conditions.

**Programme development and fundraising**
10. Collaborate with colleagues and partners on the development and writing of agreed project proposals for the Eurasia marine programme.

**Technical support**
11. Undertake desk-based research and produce case studies on key areas of work as required to support project delivery and development.
12. Provide support directly to partners to facilitate the delivery of agreed project activities.
13. Maintain an effective record of contacts and project activities.
14. Review technical reports to project donors and partners, and support internal annual reporting processes.

**Communications**
15. Liaise with the FFI Communications team and local partner organisations to communicate and promote our projects and regional conservation issues, including drafting media releases and providing written materials for the FFI website, social media and contributing news stories, blogs and/or scientific papers.
16. Actively share and disseminate information and knowledge relating to the work and interests of the Eurasia Marine Programme through a range of appropriate internal mechanisms

**Other**
17. Carry out any other reasonable duties which are consistent with the post and the aims and objectives of the position.
## Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
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<tr>
<td>- Excellent organisational, prioritisation and time management skills</td>
<td>- Good working knowledge of Turkish or Portuguese</td>
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<td>- Excellent interpersonal, verbal and written communication skills</td>
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<td>- High proficiency in word processing, spreadsheet and database programmes</td>
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<td>- Ability to work under pressure and to turn work around to tight deadlines</td>
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<td>- Fluent written and spoken English</td>
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<td>- Ability to review, compile and analyse technical information, including qualitative and quantitative data</td>
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<td><strong>Knowledge and experience</strong></td>
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<td>- A degree in a relevant discipline or equivalent experience in conservation or a related field</td>
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<td>- Experience supporting delivery of conservation projects</td>
<td>- Experience supporting grant compliance</td>
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<td>- Experience in using financial project reporting software/packages</td>
<td>- Experience working with local partners, authorities and communities in different cultural contexts</td>
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<td>- Track record of efficient project planning, implementation, budget management and financial reporting</td>
<td>- Knowledge of social media and writing for communications purposes</td>
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<td>- Knowledge of or proven interest in marine conservation, preferably spanning both ecological and social/economic aspects</td>
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<td>- Previous experience in the NGO sector</td>
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<td><strong>Behavioural qualities</strong></td>
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<td>- Ability to build positive personal and organisational relationships</td>
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<td>- Excellent team player with the ability also to work well under own initiative</td>
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<td>- Ability to work effectively under pressure</td>
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<td>- Flexibility, reliability, tenacity and efficiency</td>
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<td>- Shows initiative and a positive approach to dealing with challenges and problems</td>
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<td>- Proactively seeks to improve institutional practices and processes</td>
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<td>- Ability to work in a multicultural context</td>
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<td>- Commitment to FFI’s mission, vision and values</td>
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<td><strong>Other</strong></td>
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<td>- Entitlement to work in the UK</td>
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<td>- Willingness and ability to undertake international travel when required</td>
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How to Apply

Applications, consisting of covering letter explaining why you feel you should be considered for this post, a full CV and contact details for two referees (who will not be approached without your permission), should be submitted via email to katy.walker@fauna-flora.org. Please specify in your covering letter where you saw the position advertised.

Please mark your application ‘Programme Assistant (Marine), Eurasia’.

The closing date for applications is Monday, 24 August 2020.

Interviews are likely to be held during the week commencing 7 September 2020. Due to the Covid-19 outbreak, we anticipate that interviews will be held remotely. Candidates selected for interview will be contacted by email.

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