Technical Officer
Conservation, Livelihoods & Governance

“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’s vision is a sustainable future for the planet, where biodiversity is effectively conserved by the people who live closest to it, supported by the global community. Our Mission is to conserve threatened species and ecosystems worldwide, working with partners to deliver local solutions that are scientifically robust and enhance human well-being. Founded in 1903, FFI is the world’s longest established international conservation body; our conservation work, and impact, spans the globe.

Conservation, Livelihoods & Governance Programme

FFI has a long history of working with communities in biodiversity-rich landscapes to enable them to act as effective custodians of their precious, yet threatened, natural resources. We recognise that the livelihoods of rural communities are complex and dynamic; they are not just a means of making a living but a way of life. We therefore promote the use of participatory approaches that seek to empower women and men to make their own livelihood choices more environmentally, economically and socially sustainable.

Our experience has shown that there are a wide range of factors that contribute to people’s well-being. These include having a voice in decisions that affect their livelihoods; food, income and personal security; a sense of control, purpose and confidence in the future; the maintenance of cultural values; and the fair distribution of costs and benefits of conservation.

Through technical advice, training and mentoring, our Conservation, Livelihoods and Governance programme supports FFI staff and partners to understand and integrate the needs and rights of local communities within conservation initiatives. In addition to providing direct support, the programme also produces written guidance, tools and training materials, and facilitates the analysis, documentation and sharing of good practice and lessons learned between FFI project teams and with the wider conservation sector.

A set of strategic priorities for the team’s programme of work have been set out over the period of the current organisational strategy:

1: Ensure compliance with human rights standards (social safeguards)
2: Strengthen project design & delivery for equitable conservation impact
3: Increase innovation, influence and impact

We are looking to boost our technical capacity in order to help us to deliver on these goals.

The Opportunity

The Conservation, Livelihoods and Governance team is seeking qualified candidates to build the capacity of FFI project staff and partners to design, employ and/or adapt as appropriate, tools and methodologies to collect, manage, analyse and use socio-economic data. In addition, the Technical Officer will support the rollout of social safeguards standards and associated mechanisms, focusing in particular on information management to facilitate and monitor compliance.
You will have proven skills in the management of socio-economic data, information and knowledge. A team player with ability also to work on your own initiative, you will have strong interpersonal and communication skills, including the ability to liaise across teams and cultures. You will have excellent facilitation, training and coaching skills with the ability to plan, organise and prioritise workload to meet deadlines. Proven administrative skills, ideally including financial management, are also key attributes. You will be fluent in written and spoken English and, preferably, also have a working knowledge of Spanish or French.

You will hold a relevant degree or equivalent qualification or experience with experience working with socio-economic datasets, including designing assessment tools, data management, analysis and use. Knowledge of logical frameworks and Theories of Change and experience in developing SMART indicators for socio-economic outputs and outcomes is also required.

As this is primarily a capacity-building role, you should be passionate about supporting others to develop their knowledge and skills while being open to learning and able to quickly pick up new skills. Ideally, you will have experience of working in a cross-cultural environment and experience in applying your skills to a conservation, rural livelihoods or natural resource management context in less developed countries.

You will be joining a small team with global responsibilities at an exciting time as we seek to improve our ability to design, implement, monitor and evaluate initiatives that have positive impacts on biodiversity while at the same time respecting the rights of local communities and contributing to human well-being and social equity.

Terms and Conditions

Start Date: 1 October 2020 (or as soon as possible thereafter)
Duration of Contract: Open
Probation Period: Six months
Salary: Circa £25,000 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.
Job Description

Job title: Technical Officer, Conservation, Livelihoods and Governance

Reporting to: Senior Technical Adviser, Conservation, Livelihoods and Governance

Key working relationships: Senior Technical Specialists – Livelihoods and Governance
Programme Managers in Africa, Americas & Caribbean, Asia-Pacific and Eurasia teams
Science and Design team members involved in project design, monitoring and evaluation

Purpose:
The primary focus of the role is to build the capacity of project staff and partners to design, employ and/or adapt as appropriate, tools and methodologies to collect, manage, analyse and use socio-economic data. In addition, the Technical Officer will support the rollout of social safeguards standards and associated mechanisms, focusing in particular on information management to facilitate and monitor compliance.

Responsibilities:

Technical Project support & Capacity Building

- Directly support project teams and partners to build their capacity to monitor and assess the positive and negative impacts of their work on wellbeing and social equity through:
  - identification of the questions to be addressed through data collection and analysis
  - design of assessment and data collection tools and methods including use of open-source software e.g. ODK, Sapelli
  - data cleaning and management (in line with GDPR)
  - analysis of quantitative and qualitative data, including disaggregation by social factors such as gender, wealth, age
  - presentation of data (including charts, tables, infographics) and reporting in formats to meet the needs of different end users, including different groups within communities
  - development of standard indicators, tools and methods where appropriate
  - development and delivery of training and mentoring for project teams and partners in tools and methodologies for managing socio-economic data

- Contribute to the advancement of our social safeguard standards processes, for example through developing and maintaining a central register of documents (e.g. Stakeholder Engagement Plans, Social Impact Assessments, Social Risk Assessments, Stakeholder Grievance Logs) to facilitate compliance with social safeguard standards.

- Work closely with the other members of the Conservation, Livelihoods and Governance team to support the facilitation of virtual capacity-building, training and project/proposal design workshops using video-conferencing tools e.g. Zoom, Microsoft Teams and online interactive tools e.g. Jamboard, Miro, yEd

Project Development

- Contribute to the development of high quality projects and funding proposals specifically through the provision of technical input on socio-economic M&E in a conservation context
• Support budget tracking and forecasting expenditure and ensuring compliance with FFI and donor requirements

**Organisational Learning**

• Support internal consultation, review and shared learning processes, including documentation, analysis and communication of lessons learnt, in particular on socio-economic M&E and social safeguards
• Co-ordinate and contribute to the development of position papers, tools, guidelines and briefing papers as appropriate to support internal learning and capacity-building.
• Provide knowledge management support on internal and external information-sharing and discussion platforms, including team pages on FFI’s intranet and external website https://www.fauna-flora.org/approaches/livelihoods-governance
• Remain abreast of emerging trends and good practice, ensure that knowledge gained is available across the organisation and its partner agencies, and support the dissemination of our own experience and learning to relevant external audiences.

**Other**

• Carry out other tasks as necessary, in agreement with the Senior Technical Adviser, Conservation, Livelihoods and Governance, to ensure the effective delivery of projects and other initiatives within the Conservation, Livelihoods and Governance team.

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**Person Specification**

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>• Proven socio-economic data, information and knowledge management skills</td>
<td>• Written and spoken Spanish, French and/or other language skills</td>
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<td>• Strong interpersonal and communication skills (written and verbal), including ability to liaise across teams and cultures</td>
<td>• Financial administration skills</td>
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<td>• Relevant degree or equivalent qualification or experience</td>
<td>Experience in the use of open-source software e.g. ODK, Sapelli, video-conferencing tools e.g. Zoom, Microsoft Teams and/or online interactive tools e.g. Jamboard, Miro, yEd</td>
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| Knowledge of logical frameworks and Theories of Change and experience in developing SMART indicators for socio-economic outputs and outcomes | Experience in applying socio-economic data management skills to a conservation, rural livelihoods or natural resource management context  
Knowledge of Environmental and Social Management Systems (ESMS), ideally in an international NGO context  
Advanced knowledge of General Data Protection Regulation (GDPR) |
|---|---|
| Basic knowledge of General Data Protection Regulation (GDPR) | Behavioural qualities  
Passionate about supporting others to develop their knowledge and skills  
Open to learning and able to quickly pick up new skills  
Builds positive working relationships  
Team player also able to work independently and use own initiative  
Commitment to organisational compliance  
Flexible to respond to demands of operating across different cultures and time-zones  
Interest in and empathy with the mission and values of FFI |
| Other  
Entitlement to work in the UK  
Able to undertake international travel if required | 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 Helen.Schneider@fauna-flora.org

Please mark your application ‘Technical Officer, Conservation, Livelihoods & Governance’ and indicate in your covering letter where you saw this position advertised.

The closing date for applications is Sunday, 6 September 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