



## Programme Manager, Professional Development

“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 Capacity & Leadership Programme

Long-term conservation success depends on developing a network of committed individuals and institutions that are strong enough and effective enough to address the threats to our natural world. The Conservation Capacity & Leadership team work across FFI's international portfolio to create opportunities for staff, partners and beyond to maximise their potential for conservation good.

We focus on a number of key areas:

- Our staff Professional Development programme supports knowledge management and learning across the organisation, improving conservation capacity globally to enable greater effectiveness and sustainability of our conservation work.
- Our Partnerships and Organisational Development Programme works closely with regional teams to support partnership management and organisational capacity development interventions with partner organisations.
- We work to build the skills, capabilities and confidence of a new generation of conservation leaders across the globe and support their efforts to confront the growing challenges we all face, through initiatives such as the Conservation Leadership Programme.
- Our Conservation Livelihoods and Governance Programme supports FFI's regional conservation teams to take a holistic, people-centred approach to biodiversity conservation.
- We produce Oryx, a quarterly peer-reviewed journal, which publishes research with the potential to improve conservation management and practice.
- We help build the capacity of our staff and partners to access and use technology for conservation, through initiatives such as WILDLABS.NET

## The Opportunity

FFI is seeking qualified candidates for the position of Programme Manager, Professional Development, to support the delivery of FFI's Professional Development programme, and the broader work of the Conservation Capacity & Leadership team.

You will develop and deliver professional development initiatives to meet identified FFI business needs and priorities. In particular, you will deliver training, support staff to apply learning to their work, and support the sharing of skills and knowledge internally. You will act as Fund Manager for the central Professional Development Fund, ensuring fair and transparent access. You will support the design, development and running of a new Learning Management System (LMS) platform for FFI. You will also evaluate the Professional Development Programme (PDP) and measure and report on effectiveness and impact, revising delivery to improve effectiveness, impact and return on investment.

You will have relevant technical expertise, including in designing and delivering training in person and/or online, a good understanding of the conservation context in which we work, and strong verbal communication and relationship management skills. Your knowledge and experience will include qualifications or experience in adult education, the NGO sector and a track record of efficient project planning, implementation, budget management and financial reporting.

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. 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

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	Six months
<b>Salary:</b>	circa £33,000
<b>Location:</b>	Fauna & Flora International, Cambridge Some international travel may be required. (Some remote working may be considered)
<b>Benefits:</b>	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
<b>Hours of Work:</b>	This is a full-time position, working Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

## Job Description

<b>Job Title:</b>	Programme Manager, Professional Development
<b>Reporting to:</b>	Head of Learning and Partner Development
<b>Line manages:</b>	N/A

**Key internal relationships:** Information Management Officer  
Technical Specialists, Partnerships and Organisational Development  
Programme Officer, Learning and Partner Development  
Director, Conservation Capacity & Leadership  
HR Team

**Purpose:**

To develop and deliver professional development systems and initiatives to meet identified FFI business needs and priorities and enable greater effectiveness and sustainability of our conservation work.

**Specific responsibilities:**

**Professional Development Programme**

- Working in close collaboration with the Head of Learning and Partner Development and in consultation with programme leads and the HR team, conduct an annual global assessment and prioritisation of staff learning and development needs
- Develop and deliver training to meet identified FFI business needs and priorities and, where appropriate, for partner organisation staff
- Oversee the procurement, management and implementation of external training and other external learning and development solutions to meet identified business needs and priorities
- Act as Fund Manager for the central Professional Development Fund, ensuring fair and transparent access, with priority given to identified business needs
- Support the Head of Learning and Partner Development in the design, development and running of a new Learning Management System (LMS) platform for FFI, ensuring global access for all FFI staff to high quality and targeted training resources in areas of priority identified needs
- Develop content for the LMS, including training linked to key policies and procedures, liaising with policy holders
- Develop and manage learning and development initiatives that are inclusive, fair, transparent and legally compliant and deliver against FFI's work on Equality, Diversity & Inclusion
- Support staff to apply learning to their work, through (for example) the development of Action Plans, the engagement of line managers in the learning process, and the facilitation of refresher training and/or peer learning groups where appropriate
- Support sharing of skills and knowledge internally, through such strategies as facilitating coaching and mentoring relationships, improving access to training resources, and supporting Communities of Practice and Action Learning Groups
- Support the Head of Learning and Partner Development to resource capacity development initiatives related to professional development and training opportunities for staff and partners
- Lead the development and implementation of a global 'buddy system' to support new members of staff
- Understand and manage the process for formal university placements and ensure legal compliance
- Support the development and implementation of an internal mentor system in the UK, with a view to rolling out globally
- Maintain up to date records relating to staff training
- Promote and support learning exchange visits between FFI teams, including physical exchange visits where appropriate
- Lead on the production of an annual internal programme report

- Evaluate the PDP, and measure and report on effectiveness and impact, revising delivery to improve effectiveness, impact and return on investment

### Knowledge Management

- Support the design and development of information sharing meetings, workshops and materials across FFI
- Ensure the PDP pages on MyFFI are kept up to date and fit for purpose
- Together with other relevant teams, work to improve FFI and its partner organisations approaches to learning and knowledge exchange more broadly

### FFI general

- Undertake reviews of proposals for FFI and external organisations as appropriate
- Work closely with the Head of Learning and Partner Development, and the Director, Conservation Capacity & Leadership in the on-going strategic development of the Conservation Capacity & Leadership Programme, with a particular focus on FFI's learning and professional development opportunities
- Provide general support to the Head of Learning and Partner Development, including financial management, elements of project management, quarterly and annual reporting
- Engage across the wider Conservation Partnerships team on initiatives related to capacity development and learning
- Support capacity development interventions with partner organisations and staff, as required
- As required, supervise temporary internships or work placements
- Undertake any other tasks commensurate with the position that may be requested of you, from time-to-time, by your Line Manager

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Skills in delivering training events in person and/or online</li> <li>• Strong communication, interpersonal and collaborating skills</li> <li>• Administrative skills, including budgeting, financial administration and reporting</li> <li>• Excellent writing skills</li> <li>• Strong verbal communication and networking skills</li> <li>• Strong prioritisation, attention to detail and time management skills, with proven ability to work to multiple deadlines and a clear focus on delivery of outputs</li> <li>• Fluency in written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency in French, Spanish, Portuguese, Bahasa Indonesia or another second language</li> <li>• Proficiency in LMS development and management</li> <li>• Understanding of methods for project monitoring and evaluation</li> </ul>

<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Qualifications or experience in adult education</li> <li>• A good understanding of the conservation context in which we work</li> <li>• Experience designing and delivering training</li> <li>• Experience of working in the NGO sector</li> <li>• Track record of efficient project planning, implementation, budget management and financial reporting</li> <li>• Proven experience in building and managing relationships with a wide range of individuals and organisations, in a range of contexts, e.g. governments, NGOs, community groups and businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with remote teams</li> <li>• Experience of mentoring/coaching others</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Builds positive personal and organisational relationships</li> <li>• Ability to deal with challenges in a positive way</li> <li>• Culturally sensitive</li> <li>• Self-starter, able to work well under own initiative</li> <li>• Team player, demonstrating ability to seek out and harness the views and contributions of others</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Entitlement to work in the UK</li> <li>• Ability and willingness to undertake international travel as required</li> </ul>	

## FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora International (FFI) is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

## 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 [conservation.capacity@fauna-flora.org](mailto:conservation.capacity@fauna-flora.org)

Please mark your application '**Programme Manager, Professional Development**'.

The closing date for applications is **Monday 18 January 2020**, with interviews likely to take place during the week commencing 1 February 2021.

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, on Tel: +44 (0)1223 749044 or Email: [jade.bedwell@fauna-flora.org](mailto:jade.bedwell@fauna-flora.org).

**FFI values diversity and is committed to equality of opportunity**