



Programme Officer, Learning & Partner 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, while 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 learning and knowledge management across the organisation, improving conservation capacity globally to enable greater effectiveness and sustainability of our conservation work.
- Our Partnerships and Organisational Development Support 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 Officer, Learning and Partner Development, to ensure effective delivery of and support to key elements of two linked programmes of work: Partnerships and Organisational Development Support (PODS) and Professional Development.

You will be responsible for the delivery of training and facilitation of workshops with staff and partners. You will drive the uptake and administration of the Partner Due Diligence process and promote and support the completion and ongoing implementation of Organisational Development Plans for partners. You will write, collate and/or disseminate information and resources relating to partnerships and organisational development. You will also implement monitoring, evaluation and learning processes to assess overall partner development.

You will have a proven ability to nurture relationships, ideally with a range of individuals and organisations. This could include governments, NGOs, community groups and/or businesses. You will have a good understanding of conservation issues. You will have strong administrative skills, including budgeting, financial administration and reporting and excellent writing skills, as well as experience building and managing databases. You should be a team player, demonstrating ability to seek out and harness the views and contributions of others, and able to build positive personal and organisational relationships.

This position is based in Cambridge. Some international travel will be required. 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

Start Date: As soon as possible

Duration of Contract: Permanent

Probation Period: Six months

Salary: Circa £24,000 per annum

Location: Fauna & Flora International, Cambridge. Some international travel may be required. (Some remote working may be considered)

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 hours are Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

Job Description

Job Title: Programme Officer, Learning and Partner Development

Reporting to: Head, Learning and Partner Development

Key Working Relationships:

Technical Specialists, Partnerships & Organisational Development Director, Conservation Capacity & Leadership Programme Manager, Professional Development Information Management Officer, Conservation Capacity and Leadership Project managers overseeing partnership relationships.

Key responsibilities:

To deliver FFI's Learning and Partner Development work through provision of technical and administrative support to two linked programmes of work: Partnerships and Organisational Development Support (PODS) and staff Professional Development, enhancing FFI staff and partner organisations' capability, resilience and impact.

Specific responsibilities:

Partnerships and Organisational Development Support Programme

In liaison with the Technical Specialists, Partnerships & Organisational Development:

- Deliver training and/or facilitate workshops to staff and partners regarding partnerships and partners' organisational development
- Administer the Partner Due Diligence process, including the active engagement of all relevant staff throughout to ensure timely and thorough completion and internal promotion of best practice application of the process
- Promote and provide technical/specialist support for the completion and ongoing implementation of Organisational Development Plans for partners, including liaison with relevant Operations team members and programme staff
- Maintain an accessible register of completed Partner Due Diligence and Organisational Development Plans
- Co-ordinate regular updating of the PODS partnership directory, which maintains relevant partner information and documents programme delivery outcomes
- Write, review and upload new content to the Capacity for Conservation website (including health check results, case studies, tools, FAQs) in a timely fashion, and liaising with users as needed; regularly reviewing and updating resources
- Collate and disseminate information and resources relating to partnerships and organisational development on Yammer and MyFFI (intranet)
- Ensure the PODS pages on MyFFI are well organised and meeting internal staff needs in terms of content and accessibility
- With input from the Technical Specialists, Partnerships and Organisational Development, lead the development and circulation of the monthly Partner Newsletter to participating FFI partner organisations

- Implement monitoring, evaluation and learning processes to assess overall partner development, allowing partners (and FFI staff) to track their progress and understand/demonstrate the impact of their organisational strengthening efforts
- Where required, provide technical input into PODS reports and other materials
- Where required, provide logistical support to projects relating to partner development. This may include supporting staff and partners to travel, organising flights, transfers, cash advances and accommodation.

Internal facilitation and professional development support

- Where appropriate, deliver live training events to staff
- Support the Programme Manager manage a system of monitoring, evaluation and learning to assess and maximise training impact, including ensuring the completion of Training Action Forms by trainees both immediately after the event, and again 3-6 months after
- Support the design, development and running of a new Learning Management System (LMS) platform for FFI, leading on specific elements as required.
- Host and/or support logistics for information-sharing meetings and workshops across the conservation teams
- Together with other relevant teams, work to improve FFI and its partner organisations approaches to learning and knowledge exchange more broadly

Internships

- Advance FFI's intern policy, promote this process internally and act as first point of contact for intern queries
- Support staff in the identification of the need for, and the transparent recruitment of, interns and provide pastoral care and follow-up, as required
- Manage the FFI intern programme in accordance with FFI policy, with support from HR and the Conservation Partnerships Administrator
- Manage the process for formal university placements, in accordance with FFI policy
- Manage the process for formal school-led work experience placements, ensuring appropriate risk assessments are undertaken

General

- Represent FFI, and the Conservation Capacity & Leadership team as required in external and internal meetings and fora, and ensure information is fed back and appropriately circulated within FFI
- Although there are no direct reports to this post, it is possible that the post holder may be asked to supervise temporary internships or work placements
- Undertake any other activities that you may, from time-to-time, be asked to perform by your line manager, commensurate with your skills and experience, as part of the extended team across FFI

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Skills in facilitating discussion groups and/or delivering training events in person or online • Administrative skills, including budgeting, financial administration and reporting • Excellent writing skills, including ability to write proposals, reports and training resources in English • Strong verbal communication and networking skills • Ability to build and manage relationships with a wide range of individuals and organisations, in a range of contexts such as governments, NGOs, community groups and businesses • 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 • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Proficiency in Spanish, Portuguese, French, Bahasa Indonesia or another second language • Understanding of methods for project monitoring and evaluation
Knowledge and experience	<ul style="list-style-type: none"> • Experience in facilitating workshops • A good understanding of a range of conservation issues • Experience working with databases • Experience of working effectively with an organisation such as national and local NGOs, government agencies, and community-based organisations 	<ul style="list-style-type: none"> • Experience of working in an NGO environment • Experience of working with remote teams • Field experience in conservation or relevant research, preferably in a developing country context
Behavioural qualities	<ul style="list-style-type: none"> • Builds positive personal and organisational relationships • Ability to deal with challenges in a positive way • Working collaboratively. • Culturally sensitive • Self-starter, able to work well under own initiative • Team player, demonstrating ability to seek out and harness the views and contributions of others 	
Other	<ul style="list-style-type: none"> • Entitlement to work in the UK • Ability and willingness to undertake international travel as required 	

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

Please mark your application '**Programme Officer, Learning and Partner 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, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity