



Sub-regional Manager, Caribbean

“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.

FFI in the Caribbean

The Caribbean is a region with immensely rich biodiversity, both terrestrial and marine, including many thousands of endemic species. This region has highest extinction rates in modern history, however, chiefly due to invasive alien species, habitat loss and over-exploitation. The decline of species and degradation of natural ecosystems is in turn endangering millions of people, particularly through exacerbating the impacts of storm surges, droughts and other shocks. Fortunately, many of the problems are reversible. Recent decades have seen encouraging progress to conserve and restore damaged ecosystems and, with this, boost the livelihoods and resilience of islanders.

FFI was among the first international non-profit organisations in the Insular Caribbean working by invitation on successful projects throughout the Lesser Antilles since the early 1990s, as well as further north in the Bahamas and Bermuda. Through the Global Trees Campaign and Conservation Leadership Programme we have also assisted conservation projects and practitioners in Cuba, Jamaica, Haiti and Trinidad & Tobago, among others. During this time we have saved more than a dozen species from imminent extinction, restored 28 offshore islands by removing harmful alien species, trained over 500 nationals in environmental restoration and management, and helped establish some of the largest protected areas in this region.

Currently we support more than a dozen active projects in the Eastern Caribbean, specifically Anguilla, Antigua & Barbuda (including Redonda), Barbados, Dominica, Saint Lucia, and St Vincent & the Grenadines, all of which were instigated by local request. These encompass a variety of themes including climate change adaptation, endangered species recovery, sustainable financing for conservation, and preventing illegal wildlife trade.

The Caribbean portfolio has an annual budget of over USD 1.5 million, and rising, and is part of the FFI Americas & Caribbean Regional Programme.

The Opportunity

We are seeking qualified candidates to join FFI's Americas & Caribbean team and contribute to the development and management of a programme focused on biodiversity conservation and promoting sustainable livelihoods in the face of climate change.

You will take a leading role in a programme that spans multiple island nations, including supporting the recovery of threatened species and ecosystems, enhancing the resilience of island communities to climate change, and strengthening the capacity of local NGOs, community groups and government agencies. You will manage the programme's operations and resources, from planning and fund-

raising through implementation to evaluation, representing FFI legally, and ensuring compliance with internal standards, policies and procedures, funder requirements and external legislation.

You will be joining the team at a crucial time, as FFI builds and redistributes capacity in order to ensure high-quality, in-region management of a much expanded project portfolio, with the necessary skills and leadership in place for continued growth. You will be part of this transition.

The post would be ideal for someone with experience in managing multidisciplinary conservation programmes in-country, along with a sound understanding of ecology, sustainable livelihoods and adaptation to climate change. Expertise in project and people management and financial administration are essential, as are the writing and communication skills required for successful fund-raising. You will draw on these wide-ranging abilities and practical experience to respond to locally-identified needs to restore and conserve native biodiversity while promoting sustainable livelihood opportunities for island residents.

You will enjoy working in a dynamic team environment where creative approaches and thinking are being applied to conservation challenges. A higher degree or equivalent level qualification in a relevant discipline and good experience in a comparable role and working situation are expected. In return, the role offers the opportunity to work within a major organisation at the forefront of global conservation.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Two years
Probation Period:	Three months
Gross Salary:	circa USD 50,000 per annum
Location:	Based in Antigua (Other countries in the Eastern Caribbean where FFI is active may be considered)
Benefits:	For international appointments, additional benefits may apply
Hours of Work:	This is a full-time position requiring flexible working.

Final appointment is subject to resumption of conditions that, in FFI's judgement, enable the role to be carried out following the measures and travel restrictions introduced by the relevant authorities in response to Covid-19 outbreak.

Job Description

Job Title: Sub-regional Manager, Caribbean

Reporting to: Regional Director, Americas & Caribbean

Line manages: Caribbean programme staff (3-5)

Key working relationships: Internally, the Sub-regional Manager, Caribbean will work closely with Americas & Caribbean regional programme colleagues and with FFI cross-cutting teams based in the UK. Key external relationships are with national and local government agencies, communities and community-based organisations, international and national partner NGOs, for-profit entities, academic institutions, funders and donors.

Purpose of the Role:

- To ensure the effective management and technical delivery of FFI's Caribbean portfolio on the ground, ensuring sound operational and financial management and compliance with internal policies and procedures.
- To maintain and grow a range of funders and partnerships to sustain the Caribbean programme and associated institutional support.
- To consolidate the Caribbean programme in its existing geographies and to identify opportunities for future expansion.
- To represent FFI in the Caribbean programme geography and beyond, as may be required.

Specific Duties:

Programme Development

- In collaboration with FFI's regional staff and cross-cutting teams, contribute to and coordinate the strategic planning and development of the Caribbean Programme in line with FFI's Business Plan and Americas & Caribbean regional strategy.
- Nurture relationships with existing funders, ensuring open and regular communication and hosting donor visits as required.
- Identify prospective funders, in particular those based in the Caribbean, and liaise with FFI's fund-raising teams to pursue funding opportunities and grow the funding pipeline.
- Develop, write and input to project concepts and proposals in line with FFI plans and project cycle, ensuring accurate budgeting and cost recovery.

Programme Representation

- Represent FFI and the Caribbean Programme, developing its profile and promoting its work to third parties where required, including diplomatic and government agencies, communities, NGOs, for-profit entities, academic institutions, funders and donors, and media.
- Represent FFI at relevant fora, including consultations, negotiations, national and regional meetings, workshops and briefings.

Programme and Personnel Management

- Oversee and support the inception and delivery of projects across the Caribbean Programme, ensuring compliance with FFI operating standards, policies and procedures, relevant national legislation, and contracts and grant agreements.
- Lead the preparation of annual plans, budgets and reforecasting exercises as part of FFI's institutional budgeting process.
- Ensure that project workplans are designed to minimise carbon emissions, without prejudice to the effectiveness of the projects, and that emissions are recorded, with assistance from FFI's technical specialist.
- Oversee the establishment of project teams comprising staff and partner organisations, supported by subgrant agreements, theories of change, workplans and other project management tools.
- Through frequent communication, partner meetings and site visits, ensure that the project teams work effectively, maintain high standards of health, safety, welfare and cultural sensitivity, follow environmental good practice and maintain records of project documents, activities and contacts.
- Ensure that each project is monitored, evaluated and adapted as necessary, in collaboration with the FFI Monitoring and Evaluation team.
- Have direct management responsibility for selected major projects as well as provide guidance and assistance to other Caribbean project managers as needed.
- In areas of Sub-regional Manager's expertise, provide technical inputs to Caribbean projects.
- Build close relationships with relevant government agencies to shape policy frameworks favourable for conservation goals and to enable FFI expertise and experiences to inform national and regional policies.
- For all Caribbean projects, ensure timely and accurate technical reporting, both internal and for funders, providing advice, editing and/or direct writing, as may be required.
- For all Caribbean projects, ensure timely and accurate financial planning and reporting, both internal and for funders, drawing on support from FFI administrative and financial staff to ensure compliance with all institutional policies and procedures.
- Line manage Caribbean sub-regional staff and project managers, including all aspects of performance management and professional development in line with FFI policies.
- In consultation with the HR Department and regional colleagues, manage the recruitment of local staff and consultants and support the recruitment of international staff and consultants.
- Liaise regularly with FFI colleagues in the region and UK and the partners and sponsors regarding adaptation of the projects to changing regional and global context during and after the Covid-19 pandemic, major hurricanes and other events.

Legal Compliance

- Act as legal representative of FFI as required
- Ensure the legal compliance of FFI's operations in the region, including ensuring registrations, permits, insurances are in place and statutory in-country returns, accounts are submitted
- Ensure compliance with employment and immigration legislation and internal HR policies, procedures and practices
- Ensure tax, social security and other mandatory systems are in place in compliance with local labour and tax laws
- Ensure effective administration of FFI's operations in the region, including ensuring in-country systems, policies and procedures are in place
- Ensure compliance with Health & Safety legislation and internal policies and procedures
- Remain up-to-date with statutory and regulatory frameworks relevant to operations in the region

Partnership Development

- Identify, develop and nurture partnerships with third parties, including national and local government agencies, community organisations, NGOs, for-profit entities and academic institutions, to support sustainable biodiversity conservation.
- Support the Caribbean Programme staff and cross-cutting teams to build the organisational and technical capacity of in-country partners, providing specialist advice and training within the Caribbean Senior Programme Manager's areas of expertise, where appropriate.
- Lead development of and support the negotiation of Memoranda of Understanding (MoUs) or similar agreements with regional and national government and partners.

Programme Learning and Communications

- Ensure the Regional Director, Americas & Caribbean, and Senior Director, Conservation Programmes, are up to date on the status of operations and project delivery in the Caribbean, bringing issues that may affect operations and delivery promptly to their attention.
- Ensure that learning from the Caribbean Programme is documented and shared internally, and externally where appropriate, and informs FFI's involvement in global conservation issues and alliances.
- Keep abreast of emerging trends and good practice at the interface between conservation, climate change, sustainable livelihoods and natural resource governance – both within FFI and externally – and help share that knowledge gained across the organisation and its partners.
- Identify newsworthy items arising from the programme, and liaise with project staff, partners and the FFI Communications team to prepare media releases and articles.
- Lead or contribute to technical reports and papers with academic and other collaborators, working alongside FFI and partner staff where appropriate.

General

- Work as an active member of the Americas & Caribbean Programme and in-country project teams and attend relevant regional and team meetings.
- Provide input, where appropriate, on other technical work undertaken by the Americas & Caribbean programme or cross-cutting themes undertaken by other FFI programmes. This may involve work such as capacity building, workshop facilitation and conservation assessments.
- With agreement of the Regional Director, perform any other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FFI and its programmes.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Project planning, management, monitoring and evaluation • People management, including team leadership, mentoring and training • Financial management, including project budgets of at least \$100K • Strategic planning and programme development • Technical conservation, preferably spanning both ecological and social/ economic fields • Communication, including reports, proposals and public presentations • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Proficiency in a language relevant to the region (e.g. Spanish, French, Creole)
Knowledge and experience	<ul style="list-style-type: none"> • An advanced degree or equivalent qualification in conservation/ natural resource management or relevant social science field • Substantial conservation experience in developing countries, including the Caribbean • Proven record of ownership of - and accountability for - programme operations and delivery at similar level • Technical background on island and species conservation • Substantial track record of fundraising and nurturing donor relationships • Experience managing grants, including statutory funding sources • Understanding of statutory and regulatory frameworks within which to operate • Diverse experience of collaboration with partner organisations • Experience managing teams to deliver projects • Experience in institutional development and capacity building • Experience working at a leadership level within a dispersed team 	<ul style="list-style-type: none"> • Experience working for a local and/or international NGO

Behavioural qualities	<ul style="list-style-type: none"> • Builds positive personal and organisational relationships • Deals with challenges in a positive way • Commitment to organisational and legal compliance • Culturally sensitive • Works well under own initiative • Team player, harnessing contributions of others and willing to help with tasks 	
Other	<ul style="list-style-type: none"> • Ability to travel regularly and at short notice, mainly within the Caribbean region 	<ul style="list-style-type: none"> • Entitlement to work in the Caribbean

How to Apply

Applications should consist of the following:

- Covering letter confirming your interest and explaining how your experience and skills refer to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to Nicola Sorsby at: nicola.sorsby@fauna-flora.org

Please mark your application '**Sub-regional Manager, Caribbean**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Wednesday, 20 January 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 Administrator, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org

FFI values diversity and is committed to equality of opportunity