



Technical Specialist, Partnerships & Organisational 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 Partnerships and Organisational Development Programme works closely with regional teams to support partnership management and organisational capacity development interventions with partner organisations.
- 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.
- 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

You will support delivery of FFI's strategy that seeks to empower our partner organisations to achieve their conservation goals. You will lead the technical capacity support that the Partnerships & Organisational Development (PODs) Programme offers to FFI staff to help them effectively manage partner relationships and support the partner's organisational development. You will lead on and ensure implementation of FFI's Partner Due Diligence process. You will assess and evaluate staff capacity in supporting the organisational development of partner organisations. Where appropriate, you will also support needs-based capacity development interventions for priority FFI conservation partner organisations.

You will have the ability to build and manage relationships with a wide range of individuals and organisations. You will have excellent facilitation, communication and collaboration skills, including consensus-building skills and be able to apply these to diverse groups of people. You should have a minimum of 5 years demonstrated knowledge and experience relating to organisational development. You will need good knowledge of strategic development/Theory of Change approaches and significant experience of providing capacity building, mentoring and/or training support to others. You should be passionate about mentoring and capacity building, be able to build positive personal and institutional relationships, and have the ability to work across multi-disciplinary groups and geographically dispersed teams.

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 £33,000
Location:	Fauna & Flora International, Cambridge Some travel within the UK and internationally 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 Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

Job Description

Job Title: Technical Specialist, Partnerships & Organisational Development

Reporting to: Head of Learning and Partner Development,
Conservation Capacity & Leadership

Line manages: May supervise interns

Key relationships: Technical Specialist, Partnerships & Organisational Development
Director, Conservation Capacity & Leadership
Project Managers responsible for partnerships
Operations, including partnership-focused Finance role

Key responsibilities:

In collaboration with Project Managers and operations teams, this role will support the delivery of FFI's strategy that seeks to empower our partner organisations to achieve their conservation goals. The role will both work to reduce major risks to FFI of working with and through partners, and help FFI's key partners to be more capable, resilient and impactful. It will enable relevant staff in FFI to have sufficient knowledge and capacity to develop and manage partnerships effectively.

Specific responsibilities:

Technical support to staff (to support partners)

- Lead on and ensure implementation of FFI's Partner Due Diligence process. This includes supporting the development, implementation and monitoring of Organisational Development Plans (ODPs) for higher risk partners with the involvement of relevant FFI staff members
- Lead the delivery of technical capacity building support to FFI regional and cross-cutting teams to manage partner relationships and support partner's organisational development as appropriate at all relevant stages of the partnership cycle. The goal is to ensure that partnerships are mutually beneficial and partner organisations are operating as effectively as possible. Responsibilities include:
 - Enabling staff to carry out and review organisational capacity assessments for partner organisations
 - Enabling staff to help partners develop, implement and evaluate ODPs
 - Developing and disseminating relevant resources and supporting on processes to manage partner relationships at each stage of the partner life cycle (i.e. partnership visioning, risk assessments, partner agreements, review etc.)
- Ensure FFI staff reflect and learn from their own and others' experience working with partners, share that learning internally and externally, and put it into practice in their programmes
- Lead PODs support to FFI staff aimed at embedding an understanding of what is required to manage effective partnerships and support a partner's organisational development, by ensuring staff have access to relevant knowledge, information and resources to manage and deliver partnership and organisational development objectives. Tasks include (but are not limited to):

- Developing and maintaining protocols, guidance, tools etc.
- Developing and delivering training in organisational development processes and partnership management
- Design and establish a Monitoring, Evaluation and Learning system to assess staff capacity in supporting the organisational development of partner organisations (working in parallel with the MEL system to track partner development). This should demonstrate the impact of this aspect of FFI's organisational development support and link to conservation outcomes.
- Establish and implement a process to enable FFI staff to evaluate partners with the aim of identifying and prioritising those in need of support with organisational development or with the partnership
- Establish and manage a database documenting risks relating to FFI partner organisations, ensuring its communication to relevant FFI staff
- Provide technical input and support to FFI's conservation programme teams on the development of pipeline projects and funding, including providing appropriate technical advice on proposals to ensure required support for partnerships and organisational aspects of those programmes is adequately planned for and resourced within proposal budgets
- Manage the Partnerships Working Group to meet its objectives, including coordinating and facilitating quarterly meetings and ensure that learning is shared and disseminated appropriately across FFI

Direct partner support

- In co-ordination with the other Technical Specialist, Partnerships & Organisational Development, support needs-based capacity development interventions for priority FFI conservation partner organisations. Relevant resources and expertise within FFI should be drawn on as and when required.
- Support the professional development of partner staff in order to strengthen their organisations, including where appropriate the direct design and delivery of training
- Contribute to monitoring, evaluating and learning processes to assess overall partner development allowing partners (and FFI staff) to track their progress and understand and demonstrate the impact of their organisational strengthening work
- Contribute to a directory capturing partner organisational development actions over time, which will be used to evaluate the changes and evolution of the partnership and progress of the partner
- Contribute to short term projects that aim to build organisational capacity for conservation in places FFI works (e.g. relevant CEPF funded work in biodiversity hotspots)
- Keep abreast of good partnerships and organisational development practice and share appropriately with partners

Resources and networking

- Support the Capacity for Conservation Collaboration including; contributing its strategic management and development and promoting the Capacity for Conservation Collaboration (network and website) to relevant external audiences
- Develop new resources and help collate and share existing materials useful and relevant to institutional capacity building for conservation, for partners, FFI staff and the Capacity for Conservation website
- Represent FFI in external fora, to collaborate, exchange and further develop organisational development knowledge and initiatives

- Raise awareness of FFI's work on PODs to external donors and development agencies, NGOs, corporate for-profit entities, FFI members, supporters and the wider public as appropriate, working with the Communications Department where necessary

General

- Support the Head of Learning and Partner Development with the strategic planning and development of FFI's PODs Programme, in alignment with FFI's business plan
- Supervise FFI interns and post-graduate placements focusing on organisational development and partner support
- Represent FFI at appropriate meetings and conferences externally, as requested by the Head of Learning and Partner Development
- Undertake reviews of funding proposals for FFI and external organisations as appropriate
- Provide input to financial management and to quarterly and annual reporting processes as required
- Engage across the wider FFI global organisation on initiatives related to capacity development
- 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
Skills	<ul style="list-style-type: none"> • Excellent skills in supporting organisational development • Excellent communication, interpersonal and collaborating skills with a wide variety of audiences • Excellent facilitation and consensus-building skills • Strong analytical and report writing skills • Ability to think laterally and creatively • Excellent time management and prioritisation skills • Fluency in written and spoken English 	<ul style="list-style-type: none"> • Proficiency in French, Spanish, Portuguese, Bahasa Indonesia or another relevant second language
Knowledge and experience	<ul style="list-style-type: none"> • Substantial demonstrated knowledge and experience relating to organisational development • Proven experience in building and managing relationships with a wide range of individuals and organisations in a range of contexts, e.g. governments, local, national and international NGOs, community groups and businesses 	<ul style="list-style-type: none"> • Understanding of methods for project monitoring and evaluation

	<ul style="list-style-type: none"> • Experience in designing, implementing and ensuring compliance with procedures and systems • Good knowledge of strategic development/Theory of Change approaches • Significant experience of providing capacity building, mentoring and/or training support to others • Experience working within an interdisciplinary team/group and coordinating/aligning work with several teams and partners 	
Behavioural qualities	<ul style="list-style-type: none"> • Passionate about mentoring and capacity building • Cultural sensitivity • Builds positive personal and institutional relationships • Rigorous approach to work • Commitment to compliance • A team player, but able to work independently • Ability to deal with challenges in a positive way • Ability to work across multi-disciplinary groups and geographically dispersed teams 	
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 '**Technical Specialist, Partnerships and Organisational Development**'.

The closing date for applications is **Sunday, 24 January 2021**, 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.

FFI values diversity and is committed to equality of opportunity