Programme Manager, Plant Conservation (Parental Leave Cover) Conservation Science & Design

“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’s Conservation Science & Design Programme

Good conservation decision-making depends on good information. The Conservation Science & Design team works closely with, and provides support to, other FFI staff and our partner organisations, ensuring decisions and actions are based on a good understanding of the context and how change happens, and enabling us to take a pragmatic role in the development of FFI as an organisation.

We focus on a number of key areas:

- strategic development of key cross-cutting areas of FFI’s conservation work - currently focused on marine, plastic pollution, threatened species conservation (with a specific focus on trees) and climate change
- robust approaches to allocating conservation funding - through management of a dedicated marine grant, Halcyon Land & Sea funds (which focuses on securing priority conservation areas), the Global Trees Campaign and also co-ordination of reviews for external grant funds
- promoting effective monitoring and evaluation within FFI - focusing on cross-organisational impact reporting
- technical delivery within projects
- direct support and advice to regional and thematic teams on any issues relating to Conservation Science & Design or the specific work of our team.

The Opportunity

FFI is seeking a highly experienced conservation professional to be the focal point for FFI’s plant conservation work and to manage our Global Trees Campaign programme during a period of parental leave for the current post-holder.

- You will lead on the delivery of FFI’s Global Trees Campaign programme, supporting FFI’s partners and field teams around the world to deliver impactful tree conservation. You will also develop and deliver (in collaboration with the Programme Officer, Plant Conservation), initiatives to build capacity for tree and plant conservation, to engage more organisations and individuals in plant conservation work and to embed threatened tree conservation in other target sectors.
- You will manage the Global Trees Campaign funds and reporting to donors.
- You will act as a focal point for FFI’s plant conservation work, maintaining an overview of our plant conservation activities, supporting their development and delivery, and representing FFI’s plant work internally and externally.
An advanced degree or equivalent level qualification in a relevant discipline is essential. You will have a proven track record in conservation, including in the development of strategy, project, grant and financial management, and fundraising. Strong leadership, relationship-management and communications skills are essential to the role, to allow the development and sensitive management of relationships internally and with relevant stakeholders, including regional teams, non-governmental partners, government agencies, and donors. Fluency in written and spoken English is essential, while botanical or plant-related qualifications or experience is highly desirable.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation, with opportunity to apply your skills and expertise where appropriate. 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:** Late April 2021, or as soon after as possible

**Duration of Contract:** This is a temporary position to provide parental leave cover and will terminate on or before 9 May 2022 on the return of the Programme Manager, Plant Conservation, from parental leave.

**Probation Period:** Four months

**Salary:** circa £30,000-£32,000, dependent on skills and experience

**Location:** Fauna & Flora International, Cambridge (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: Programme Manager, Plant Conservation, Conservation Science & Design (Parental Leave Cover)

Reporting to: Senior Programme Manager, Conservation Science & Design

Line manages: Programme Officer, Plant Conservation, Conservation Science & Design

Key Relationships: Director, Conservation Science & Design
Conservation Science & Design Team
Programme Managers, Regional Teams
Finance Business Partner, Cross-cutting Programmes
Fundraising Team

Purpose:
The Programme Manager, Plant Conservation, Conservation Science and Design, provides a focal point for FFI’s existing and planned work on plants, and is responsible for the overall management and delivery of the Global Trees Campaign (GTC). This includes the development of new projects and initiatives, close oversight of the GTC project portfolio, ensuring effective technical input and support to projects and initiatives, and overall financial management of GTC funds.

Programme Implementation and Management

- Manage overall delivery of the GTC programme, in accordance with the agreed GTC strategy and through close liaison with FFI’s regional teams, including identifying and supporting the development and implementation of field projects, and leading initiatives to develop capacity for tree conservation, to mobilise others and to embed threatened tree conservation in other target sectors.

- Under the guidance of the Senior Programme Manager (Plastics and Plants), work to develop or refocus GTC projects, initiatives and partnerships over an appropriate time-frame to reflect and operationalise the new GTC strategy, in accordance with agreed FFI priorities and the agreed plan for strategy delivery.

- Manage the GTC team input and support to the GTC’s portfolio of field projects, and work with the Programme Officer to deliver that support, in close liaison with FFI’s regional teams. Support will include project development, design or planning for new phases of ongoing projects; development of work plans, budgets and fundraising proposals; technical aspects of implementation; monitoring and evaluation of impact; and reporting to donors.

- Develop and manage initiatives to build capacity for the conservation of threatened trees and other plants, to mobilise others and to embed threatened tree conservation in other target sectors, in line with the new GTC strategy.

- Develop and manage initiatives to increase the profile of GTC and threatened plant conservation; ensure effective delivery of GTC communications and outreach, in collaboration with FFI’s communications team and the communications team at Botanic Gardens Conservation International (BGCI – core partner in the Global Trees Campaign), allocating work to the Project Officer, Plant Conservation, as required. This includes supporting our partners and field teams to communicate their GTC and plant conservation achievements.
• Manage the GTC funds, including internal and donor budgeting, tracking expenditure against internal and donor budgets, producing financial reports and ensuring compliance with FFI’s financial processes and requirements.

• With support from the Senior Programme Manager (Plastics and Plants), take responsibility for the timely preparation of narrative and financial donor reports, as required by each donor, including the end of grant report at the conclusion of the GTC’s current major programmatic-level grant (2019-2021).

• In liaison with the Senior Programme Manager (Plastics and Plants), work closely with external partners including Botanic Gardens Conservation International (core partner in the GTC), ensuring good day to day communications and sharing of information, consistent interpretation and delivery of the GTC strategy, robust shared mechanisms for monitoring and reporting, and consistent representation of the GTC brand by all partners.

• Provide direct line management to the Programme Officer, Plant Conservation, through objective setting, continuous performance management, annual appraisal, formal training provision and personal development planning.

• Provide technical support to on-going work on plant species conservation across FFI’s wider portfolio where requested and as time / resources allow.

Development

• Work with FFI staff and regional teams to identify and develop new GTC projects and partners, both from within existing FFI regional programmes and beyond, to ensure a good pipeline of new projects that will deliver the GTC’s objectives and that have an appropriate regional and thematic balance.

• Work with the Senior Programme Manager, and with the assistance of fundraising staff, to identify potential programmatic funders for the GTC and help to prepare well-targeted proposals for them.

• With the assistance of fundraising staff, identify potential project-level donors for GTC projects and support the regional teams to prepare proposals for them.

• Represent the GTC and FFI’s plant conservation work internally and externally, including maintaining relationships with collaborating institutions and funding agencies.

Learning and Assimilation

• Provide oversight and leadership to ensure rigorous project design, monitoring and evaluation is conducted for GTC field projects (in line with FFI’s approaches to project design and impact assessment), supporting the Programme Officer, Plant Conservation with the development and implementation of monitoring and evaluation frameworks in field projects with which they are involved.

• Support the Programme Officer, Plant Conservation, to compile monitoring and evaluation data from across the GTC portfolio and use this to regularly evaluate the overall impact of the GTC programme and progress against the GTC strategy.

• Ensure learning and achievements from GTC and other plant conservation projects are reported and shared internally within FFI, with GTC partners and with wider stakeholders.

General

• Represent FFI, GTC and the Conservation Science and Design team at appropriate internal and external meetings and fora, and ensure information is fed back and appropriately circulated within FFI.

• Undertake technical reviews of project proposals for both internal grant funds and external organisations, as agreed with your line manager.
- 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

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<th>Skills</th>
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<td></td>
<td>Excellent strategic thinking and planning skills</td>
<td>Proficiency in Spanish, French or another second language</td>
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<td>Excellent project management skills, including project design, development, implementation, impact monitoring and evaluation</td>
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<td>Strong technical conservation skills, preferably spanning both plant / broad ecological aspects and social aspects</td>
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<td>Excellent written communication skills, including report and proposal writing as well as writing for popular audiences</td>
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<td>Strong verbal communication and networking skills, for both technical and non-technical audiences, with ability to deliver aural presentations with confidence and credibility</td>
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<td>Excellent skills in building and managing relationships with a wide range of individuals and organisations, in a range of contexts, including governments, NGOs, community groups and businesses</td>
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<td>Excellent financial management and numeracy skills, including budgeting, financial tracking and reforecasting</td>
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<td>Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence</td>
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<td>Strong prioritisation and time management skills, with ability to work to multiple deadlines and a clear focus on delivery of outputs</td>
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| Knowledge and experience | Advanced degree or equivalent qualification in conservation /natural resource management or relevant social science field | Qualifications or experience in botany, forestry or other plant-related fields |
|                         | Strong technical background and understanding of a range of terrestrial habitat and species conservation issues | Experience of working in an NGO environment                      |
- Significant relevant conservation experience, including proven operational and people management and programme development
- Experience of working, or supporting work, in a developing country and engaging with stakeholders from different countries and cultures
- Proven experience of working effectively with different types of partner organisations, including national and local NGOs, government agencies, and community-based organisations
- Track record in fundraising, with experience developing and nurturing donor relationships
- Proven grant management including donor reporting, liaison and relationship management
- Experience of working with remote teams

**Behavioural qualities**
- Builds positive working relationships
- Ability to deal with challenges in a positive way
- 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
- Commitment to conservation
- Commitment to organisational and legal compliance and to responsible management of donor funds

**Other**
- Entitlement to work in the UK
- Ability to undertake regular international travel
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 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 jessica.walker@fauna-flora.org

Please mark your application ‘Programme Manager, Plant Conservation (Parental Leave Cover), Conservation Science & Design’.

The closing date for applications is Sunday, 7 February 2021. Interviews are likely to be held during the week commencing Monday, 15 February 2021. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

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