“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.

Governance & Legal Team

The Governance & Legal Assistant will join FFI’s Governance & Legal Team, which is comprised of a Governance & Risk Manager, Senior Legal Adviser and Legal Officer, each of whom reports to the Chief Operating Officer (COO). The Governance & Legal Team is part of a broader 22 person Operations Team led by the COO, who is responsible for the operational and administrative functions of the organisation including Finance, HR, ICT, Facilities, Legal, Governance & Risk Management and Health, Safety & Security.

The Opportunity

The Governance & Legal Assistant is a new role within FFI, joining a small, friendly and welcoming team. You will provide effective and responsive assistance to that team, thereby supporting FFI to comply with its governance and statutory obligations, internal policies and procedures and funder requirements.

You will be an experienced administrator with meticulous attention to detail and a diligent and methodical approach to your work. You will have gained your experience in a similar, relevant setting, ideally one in which you have already developed a level of knowledge and understanding of governance processes, the review of legal documents and handling of confidential information and personal data, which you are eager to build upon.

You will possess excellent organisational and time management skills, together with interpersonal and communication skills which will enable you to build positive, productive working relationships with colleagues, not just in the UK but across our 20 countries of operation. You will be calm under pressure and have the ability to balance competing priorities and demands. Excellent IT skills and a desire to learn new systems, such as FFI’s Microsoft SharePoint based intranet (myFFI) and FFI’s customised online finance and project management system are also essential.

In return, this role provides the opportunity to develop and build on your existing knowledge and administrative experience and to learn about governance, legal and compliance structures within an international, impactful and ground-breaking 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 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 £22,000 per annum

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

Benefits: 25 working days’ annual holiday entitlement pro rata 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 37.5 hours per week Monday to Friday inclusive.

Job Description

Job Title: Governance & Legal Assistant

Reports to: Governance & Risk Manager

Key working relationships: Legal Officer
Senior Legal Adviser
Chief Operating Officer
Programme Teams
Executive Assistants

Purpose:

• To support FFI to fulfil its governance, legal and compliance obligations by providing effective assistance to the Governance & Legal Team
Main Duties:

Governance Support
- Maintain the myFFI Governance & Legal site, ensuring organisational access to current information and documentation
- Maintain the secure Council area of myFFI, ensuring trustee access to relevant documentation, information and external links
- Maintain up-to-date biographies of trustees and compile information on new candidates for Nominations Committee consideration
- Assist with the process of bringing on board new trustees, preparing documentation for their completion and compiling induction materials
- Maintain company registers of interests, liaising and consulting with trustees and staff as appropriate to ensure these are kept up-to-date
- Compile information and documentation from trustees and senior staff to meet compliance and KYC verification requirements

Legal Support
- Log receipt of legal agreements and act as initial reviewer to ensure that current FFI templates have been used and that they have been reviewed by the relevant members of staff
- Maintain intranet-based (myFFI) filing system of contracts, agreements and company documents signed by the CEO/COO/Company Secretary
- Liaise with programme teams to support organisational compliance with Data Protection legislation
- Manage the process of notarisation and legalisation of company documents for use overseas

Financial and Administrative Support
- Raise purchase orders and handle invoices for Governance & Legal Team expenditure
- Process departmental expenditure incurred on the Governance & Risk Manager’s credit card
- Manage financial processes relating to maintenance of FFI’s institutional memberships
- Support the process of obtaining Related Party Statements from trustees and the SMT for the annual financial audit
- Support the process of meeting donor due diligence requirements through the provision of institutional information and documentation
- Manage arrangements for Governance & Legal inductions for new FFI employees
- Support the process of maintaining FFI’s global insurance programme, including compiling annual travel data for policy renewal purposes
- Act as the internal point of contact for the COO’s office and provide administrative support to the COO (in coordination with the EA to SMT) and the Governance & Legal Team

Other
- Undertake any other tasks commensurate with the position that you may, from time to time, be requested to perform by your Governance & Legal team colleagues or the COO
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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 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 alison.mortlock@fauna-flora.org
Please mark your application ‘Governance & Legal Assistant’ and indicate in your covering letter where you saw this position advertised.

The closing date for applications is Sunday, 14 March 2021. Interviews are likely to take place during the week commencing 5 April 2021. Due to the restrictions in place relating to Covid-19, we anticipate that interviews will be held remotely. Candidates selected for interview will be contacted by email.

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.