



## Technical Specialist, Terrestrial, Asia-Pacific Regional Programme

“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 Asia-Pacific Regional Programme

Working closely with local partners, FFI currently undertakes a broad range of species and landscape targeted conservation initiatives in Cambodia, Indonesia, Myanmar and Vietnam and has country programme offices in Phnom Penh, Jakarta, Yangon and Hanoi. Around 70 projects are being implemented in the region by a team of approximately 300 staff, consultants, volunteers and partner organisations with an annual regional budget of approximately USD 10 million.

FFI has been working in biodiversity conservation for more than a century and has built a network of strong partnerships around the world. Drawing on core strengths held across the organisation including biodiversity conservation, community engagement, participatory governance, sustainable livelihood enhancement and diversification, and delivering protected area planning and management on the ground, we are global-leaders in our efforts to safeguard vulnerable ecosystems and species. Please see our website for an overview of current projects.

## The Opportunity

FFI is seeking an experienced conservation professional to support the development and operation of a suite of projects across our Asia-Pacific Regional Programme, with a focus on Indonesia. We are looking for an individual with a demonstrated commitment to the field of biodiversity conservation, sound technical knowledge, an understanding of good project management and active on-the-ground project experience working on biodiversity conservation, ideally in Indonesia and SE Asia more generally.

You will be skilled in providing strategic advice and technical input to the design, development, implementation and evaluation of projects and be able to demonstrate a sound understanding of operational, project, grant and financial management.

You will also be a skilled and credible communicator, who is confident working with a diverse and remote team, partner organisations and relevant stakeholders, including donors and funders. An ability to demonstrate an understanding of the statutory and regulatory frameworks within which FFI operates would be an advantage.

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

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	Six months
<b>Salary:</b>	circa £33,000 per year, depending on skills and experience
<b>Location:</b>	Fauna & Flora International, Cambridge (some remote working may be considered). Some travel within the UK and internationally may be required.
<b>Benefits:</b>	<p>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</p> <p>For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment.</p> <p>Group Life insurance, currently set at a benefit of 4 x basic salary</p>
<b>Hours of Work:</b>	This is a full-time position working 37.5 hours per week, Monday to Friday inclusive.

## Job Description

<b>Job Title:</b>	Technical Specialist, Terrestrial, Asia-Pacific Regional Programme
<b>Reporting to:</b>	Director of Operations, Asia-Pacific Regional Programme
<b>Line manages:</b>	N/A
<b>Key Internal Relationships:</b>	Regional Programme Development Director, Asia-Pacific Terrestrial Programmes and Projects Teams, Indonesia, Myanmar, Vietnam Flagship Species Team, Cambodia Finance Business Partner, Asia Pacific Statutory Funding Team Development and Communications Teams

### Overall objective:

The Technical Specialist will help ensure that FFI projects undertaken in the Asia-Pacific region, in particular Indonesia, receive the best possible and most appropriate input from across FFI to enable them to make the greatest possible contribution to FFI's mission and strategic ambitions. This will include effective linking of cross-cutting expertise and technical support to project design, implementation and reporting. S/he will develop a strong knowledge and understanding of FFI's niche and strategy and of the work of other organisations.

## **Responsibilities**

### **Technical delivery**

- Represent FFI at external meetings and in stakeholder fora, providing expert technical input on relevant topics, actively promoting FFI's work in line with agreed strategic priorities and approaches, and positioning FFI as a credible and well-informed player in the terrestrial biodiversity conservation space.
- Provide technical input and support to projects within the terrestrial Asia-Pacific portfolio for which this post is not the lead, helping to ensure robust and technically strong delivery on FFI's work. This also includes identifying potential partners or collaborators, and sharing key technical information and emerging science and policy to support project success.
- Produce technical documents, reports, briefings or other material as required as part of project and programme delivery, and provide technical input and guidance to material produced by other members of FFI's Asia-Pacific Regional Programme.
- Develop strategic targeted external communication materials, in collaboration with FFI's Communications Team, in line with programmatic priorities and approaches and to support project delivery or programmatic objectives.
- Represent the Asia-Pacific Programme at internal meetings, working groups and workshops, contributing to the discussion by drawing upon information and learnings from the programme, using these opportunities to integrate the work in the region with that across FFI and within the cross-cutting teams, and disseminating relevant information that arises with the Director of Operations and the wider team.

### **Project Management**

- Assist in-country teams with the management and administration of projects on a day-to-day basis, taking into account FFI's ethos, approaches to project implementation, as well as specific grant agreement requirements.
- Support FFI, partner and other local team members to ensure project objectives are in accordance with the strategic objectives of FFI and the regional programme.
- In collaboration with Project Managers and the Monitoring and Evaluation Team, ensure that strong monitoring and evaluation frameworks are in place for all projects and support the analysis of monitoring data and dissemination of lessons learnt from all projects.
- In collaboration with the country teams, take responsibility for ensuring delivery of specific reports to donors and clients within agreed internal and external deadlines, and fulfil FFI internal reporting procedures.
- Ensure that proposals, reports and other project outputs produced by programme staff and partner organisations are of a high standard and, wherever possible, reflect FFI's philosophy and any donor branding requirements.
- Maintain regular communications with the Director of Operations, Asia-Pacific, swiftly bringing to their attention any issues that may affect operations and delivery.
- Undertake occasional site visits, where appropriate, to selected projects for consultation, planning, technical and implementation support.

### **Development**

- In collaboration with the appropriate regional team members and FFI's fundraising teams, identify funding opportunities and develop targeted proposals to secure support for FFI's terrestrial work in Asia-Pacific.
- Working with the appropriate teams, help ensure that project development ideas and new funding proposals are reviewed in line with agreed strategic plans and FFI project cycle process.
- Working with in-country teams and the Finance Business Partner and as required, assist with proposal development to help ensure accurate budgeting, staff and overhead charging and cost

recovery; ensure resulting contracts or grant agreements comply with FFI operating standards and implementation conditions in the region.

- Help coordinate technical inputs and reviews from relevant FFI cross-cutting teams.

### Learning

- Provide technical advice and input on conservation issues to project staff and partners.
- Work to share skills and develop internal capacity within the Asia Pacific team on conservation issues, as appropriate.
- Where appropriate and agreed, lead processes to build capacity (technical or organisational) for in-country partners, in collaboration with the regional and cross-cutting teams.
- Communicate actively about the work of the Asia-Pacific Programme and related issues through internal mechanisms (intranet, downloads, etc.) to ensure internal awareness and engagement on these issues, and externally (including blogs and a dedicated Twitter feed) to promote FFI as a credible partner in the biodiversity conservation field.

### General

- When the opportunity presents itself, liaise with relevant national and local authorities; conservation organisations and local partners to ensure mutual awareness, appropriate collaboration and/or harmonisation, and ensuring a good and up to date knowledge of other initiatives in the region.
- Provide technical reviews for both internal and external grant funds on a range of conservation issues.
- Assist in promoting the Asia Pacific activities both internally and externally, liaising with and providing written material to the Communications Department on project issues.
- Maintain an effective record of contacts and project activities.
- Assist in dealing with external enquiries relating to FFI's work.
- With agreement of Line Manager, perform any other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FFI.

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven technical competency in terrestrial biodiversity conservation in SE Asia</li> <li>• Excellent organisational skills, with structured and methodical approach to work and a clear focus on results</li> <li>• Financial management and numeracy skills, including budgeting and reforecasting at an appropriate level</li> <li>• Excellent written communication skills, including report and proposal writing and strong verbal communication skills</li> <li>• Ability to prioritise and manage time effectively</li> <li>• IT literate</li> <li>• Fluency in English (spoken and written)</li> </ul>	<ul style="list-style-type: none"> <li>• Indonesian language skills</li> </ul>

<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Advanced degree or equivalent qualification or experience in biodiversity conservation or related science/social science</li> <li>• Substantial professional experience in biodiversity conservation, including field work</li> <li>• Proven experience in project management, design, development, implementation, impact monitoring and evaluation</li> <li>• Experience of providing technical input and support to the work of others</li> <li>• Proven grant management experience</li> <li>• Proven fundraising record</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in SE Asia, particularly Indonesia</li> <li>• Experience working with government agencies, communities and community-based organisations, partner NGOs and for-profit entities</li> <li>• Experience of working overseas</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to FFI's mission and vision</li> <li>• Builds positive personal and institutional relationships</li> <li>• Rigorous and diligent approach to work</li> <li>• Ability to work under pressure and to deadlines</li> <li>• Ability to deal with challenges in a positive way</li> <li>• A team player, but able to work independently to an agreed programme</li> <li>• Self-starter, able to work well under own initiative, being flexible and adaptable</li> <li>• Ability to work within a multi-cultural environment and show cultural sensitivity</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Entitlement to work in the UK</li> <li>• Ability to undertake international travel</li> </ul>	

## 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 are applying for the position and relating your experience and skills to the role, a full CV, and contact details for two referees (who will not be approached without your permission), should be submitted electronically to

[stephen.browne@fauna-flora.org](mailto:stephen.browne@fauna-flora.org)

Please mark your application '**Technical Specialist, Terrestrial, Asia-Pacific** and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Sunday 21 March 2021**. Due to the Covid-19 outbreak, we anticipate that interviews will be held remotely. Candidates selected for interview will be invited by email or phone as soon as possible.

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](mailto:jade.bedwell@fauna-flora.org).

FFI values diversity and is committed to equality of opportunity