Senior Conservation Director,
Regional Programmes

“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
May 2021

Dear Applicant

Senior Conservation Director, Regional Programmes

Thank you for your interest in this unique opportunity at Fauna & Flora International. With over a century of conservation achievement behind us, a collaborative approach and a reputation for innovative landmark programmes, we are positioned today at the forefront of conservation. Since the turn of the century FFI has grown incrementally, based around its global partnerships, substantive restricted funding, supportive donor relationships and innovative cross-sectoral approaches.

Our strategy 2019-2023 builds on our aims to safeguard species and habitats, empower conservation leaders, shape decisions to benefit biodiversity and build FFI’s own effectiveness. In line with these aims, the strategy sets out seven ambitions: Thriving species, Resilient ecosystems, Locally-led conservation, Influencing others, Increasing visibility, Investing in our people and Securing the resources we need. These ambitions build on the essence of who we are and what we do well, motivated by a desire to achieve greater demonstrable and lasting impact.

Working closely with the Chief Executive Officer and as a member of the Senior Management Team, you will be supported by an influential and engaged Governing Council, committed teams and expert staff. You will build on strong momentum, promoting credible and diverse programme initiatives and our global network of partnerships.

If you have the vision and expertise we need, and share our passion and commitment to succeed, we would be delighted to hear from you. You will find essential information about the role and how to apply in this Application Pack. Please also see the following documents:

- Annual Report and Accounts 2019
- Conservation Report 2019
- FFI Organisational Charts

For further information or an informal discussion about the role, please contact in the first instance our HR Director, Kathie Alban, on 01223 749046 or kathie.alban@fauna-flora.org. We look forward to receiving your application.

Yours sincerely

Mark Rose
Chief Executive Officer
Fauna & Flora International

Fauna & Flora International (FFI) aims to save threatened species and ecosystems worldwide, and to do so by working with partners to deliver local solutions that are scientifically robust and enhance human well-being. FFI acts with integrity, is collaborative, committed, supportive & respectful and we get things done. Founded in 1903, FFI is the world’s longest established international conservation body; our conservation work, and impact, spans the globe.

The Opportunity

We are seeking a Senior Conservation Director to play a key role in the strategic development and management of FFI and to provide senior leadership to FFI’s regional programmes. Reporting to the Chief Executive Officer (CEO), and a member of the Senior Management Team (SMT), you will play a key role in driving forward the mission and vision of FFI.

You will have overall accountability for FFI’s regional programmes – Africa, Americas & Caribbean, Asia Pacific and Eurasia – managing and enabling regional programme directors to deliver against FFI’s strategy and business plan. You will work seamlessly with the Senior Conservation Director, Cross-cutting Programmes to jointly deliver FFI’s global conservation programme. For full details, please see www.fauna-flora.org.

With a Master’s Degree or equivalent level qualification in biodiversity conservation or a related science/social science, you will have a proven record of ownership of, and accountability for, conservation programme strategy, management and operational delivery at a similar level.

You will bring strong technical conservation skills to the position, together with a keen understanding of the statutory and regulatory frameworks within which we operate. Your excellent communication, networking and negotiating skills will enable you to represent FFI at the highest level, promoting and positioning FFI with confidence and credibility. Your leadership, management and mentoring skills will ensure you empower regional programme directors to achieve excellence, deliver programmes on time, to a high quality and within budget. You will be comfortable working in an international NGO and managing in a matrix-like structure.

Fluency in spoken and written English is essential. Fluency in languages spoken within our regional programme portfolio would be an advantage.

In return, the role offers the opportunity to work 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: Open
Probation Period: Six months
Salary: Competitive
Location: Fauna & Flora International, Cambridge UK
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 37.5 hours per week, Monday to Friday inclusive.

Job Description

Job Title: Senior Conservation Director, Regional Programmes
Reporting to: Chief Executive Officer
Line manages: Regional Programme Directors
Senior Technical Specialist, Africa

Key internal relationships:
Senior Conservation Director, Cross-cutting Programmes
Other members of Senior Management Team (SMT)
Cross-cutting Programme Directors
Management Team and Management Forum members

Purpose:
• As a member of the Senior Management Team, take key decisions that shape the strategy and direction of FFI, manage organisational risks, model and drive our ‘OneFFI’ culture and FFI values and represent FFI at the highest level
• Actively promote and facilitate close collaboration between regional, cross-cutting, operations, fundraising and communications teams, to maximise impact on FFI’s Mission
• Take overall accountability for FFI’s regional programmes, managing and enabling regional programme directors to deliver against FFI’s strategy and business plan
Responsibilities:

Strategy and Leadership
- As a member of FFI's Senior Management Team, work collaboratively to deliver strategic leadership of FFI’s global conservation programme
- Take overall accountability and provide oversight of FFI’s four regional programmes, ensuring the capacity, capability and culture is in place to succeed

Operational Management
- Provide line management of Regional Programme Directors and other nominated staff through objective setting, continuous performance management, annual appraisal, training provision and personal development planning to enable the effective and timely delivery of regional programmes
- Encourage close collaboration between regional and cross-cutting teams to:
  - support the development and implementation of effective matrix-management structures
  - enable co-design and co-delivery of FFI regionally-based projects
  - support sharing of experience from regional teams to inform wider organisational positioning and engagement, including thematic initiatives
  - ensure regional teams are enabled to contribute to FFI influencing and profile-raising ambitions, including dialogue with government agencies and engagement of local NGO and community partners
- Ensure effective mechanisms are in place to identify, track and mitigate risks and liabilities, and ensure these are reported and addressed in a timely manner in line with organisational practice
- Ensure adequate response to safeguarding and human rights issues within FFI’s regional programmes
- Support regional programme directors in key governmental and partner relationships, bringing additional senior support, oversight, and networking to these as required and appropriate
- Take overall accountability for in-country compliance, including ensuring that FFI is appropriately registered in-country, that FFI entities are effectively governed and managed, and that government and other required third-party approvals necessary for FFI operations in-country are in place
- Ensure effective management of regional partnerships and collaborations, so that due diligence is conducted, appropriate agreements are in place and adhered to, in line with any donor requirements and FFI policies and procedures
- Support regional programme directors to ensure regional projects are implemented in adherence to FFI’s project cycle, operating standards, policies and procedures, to a high quality and to budget and donor requirements
- Assume overall responsibility for reporting on regional programmes to the SMT and FFI governing body within agreed formats and to agreed timescales
- Assume overall accountability for the collective regional programme budget/financial management and performance, utilising available resources efficiently and effectively

Development
- Proactively develop and nurture relationships with specific prospective and existing funders and donors and provide strategic advice to the preparation of funding requests, assuming management for these where appropriate
• Identify alliances and opportunities to further the effective delivery and impact of FFI’s work
• Work with fundraising, operations, regional and cross-cutting programme teams to support optimum funding of FFI’s full portfolio of site-based and cross-cutting projects
• Work collaboratively to support regional programme directors and cross-cutting colleagues to develop and design integrated portfolio proposals designed to align with new sources of funding or approaches to conservation
• Work with colleagues across FFI to keep abreast of new and emerging issues in conservation and identify suitable responses by FFI

Representation
• Represent FFI at the highest level, promoting FFI priorities and proactively position FFI with key decision makers and centres of influence within government and diplomatic agencies, national and international for-profit and non-profit entities, academic institutions, funders and donors, and media
• Represent FFI on boards, steering committees and other related groups or bodies as requested, to further FFI’s organisational objectives
• Represent FFI in relevant policy dialogues with a view to exerting positive influence on policies that impact on biodiversity

Person Specification

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skills</strong></td>
<td><strong>Skills</strong></td>
</tr>
<tr>
<td>• Strategic vision and strategic planning skills</td>
<td>• Strategic vision and strategic planning skills</td>
</tr>
<tr>
<td>• Excellent leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence</td>
<td>• Excellent leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence</td>
</tr>
<tr>
<td>• Excellent programme management skills with proven experience in programme design, development, implementation and management</td>
<td>• Excellent programme management skills with proven experience in programme design, development, implementation and management</td>
</tr>
<tr>
<td>• Strong technical conservation skills</td>
<td>• Strong technical conservation skills</td>
</tr>
<tr>
<td>• Proven ability to analyse, interpret and manage risk in conservation programme delivery</td>
<td>• Proven ability to analyse, interpret and manage risk in conservation programme delivery</td>
</tr>
<tr>
<td>• Strong verbal communication and networking skills, with ability to present, negotiate and persuade at all levels with confidence and credibility</td>
<td>• Strong verbal communication and networking skills, with ability to present, negotiate and persuade at all levels with confidence and credibility</td>
</tr>
<tr>
<td>• Strong written communication skills, including report and proposal writing</td>
<td>• Strong written communication skills, including report and proposal writing</td>
</tr>
<tr>
<td>• Excellent financial management and numeracy skills, including budgeting and reforecasting</td>
<td>• Excellent financial management and numeracy skills, including budgeting and reforecasting</td>
</tr>
<tr>
<td>• Strong prioritisation and time management skills, with ability to work to multiple deadlines</td>
<td>• Strong prioritisation and time management skills, with ability to work to multiple deadlines</td>
</tr>
<tr>
<td>• Fluency in English (spoken and written)</td>
<td>• Fluency in other languages spoken within our regional programme portfolio</td>
</tr>
<tr>
<td>Knowledge and experience</td>
<td>Behavioural qualities</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------</td>
</tr>
</tbody>
</table>
| - Master’s degree or equivalent qualification or experience in biodiversity conservation or related science/social science  
- Substantial international conservation field experience  
- Substantial experience in conservation programme development and management at a similar international level  
- Senior experience in international organisational governance and/or management  
- Proven record of ownership of, and accountability for, conservation programme operations and delivery at similar level  
- Proven programme development and fundraising record, with experience nurturing and managing donor relationships  
- Understanding of the statutory and regulatory frameworks within which an international NGO operates  
- Experience working with government agencies, partner NGOs and for-profit entities  
- Experience managing teams to deliver complex projects  
- Experience managing high-level statutory-funded programmes  
- Experience in more than one FFI region | - Commitment to FFI’s mission and vision  
- Alignment with FFI’s values  
- Team player, demonstrating ability to seek out and harness the views and contributions of others  
- Clear focus on impact and outcomes  
- Commitment to organisational and legal compliance, championing and upholding FFI organisational initiatives, policies and procedures  
- Commitment to responsible management of donor funds  
- Ability to represent FFI in politically sensitive or unsettled contexts  
- Ability to build positive personal and organisational relationships, working and communicating effectively across disciplines  
- Adopts proactive and pre-emptive approach to work  
- Demonstrates readiness to adapt to continuously changing priorities  
- Ability to work within a multi-cultural environment | - Ability to undertake international travel at short notice |
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 short covering letter outlining how you meet the requirements of the role and your motivations for applying, a full CV, and contact details for two referees (who will not be approached without your permission), should be submitted via email to nazish.arshad@fauna-flora.org. Please mark your application ‘Senior Conservation Director, Regional Programmes’.

The closing date for applications is Sunday 20 June 2021. First round interviews are likely to be held by zoom during the week commencing 5 July 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