



Project Manager (Wildlife Trade), Central Asia

“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, and 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.

Eurasia Programme

Many of Eurasia's landscapes are recognised worldwide for their beauty and wilderness value, yet the importance of their biodiversity is frequently overlooked. The Eurasian steppe, the beech forests of the Carpathians, the Portuguese Montado and the fruit and nut forests and mountain ranges of Central Asia are just some of the stunning and biodiversity rich ecosystems in the region. They contain unique and rare wildlife such as the critically endangered saiga antelope and the Iberian lynx, the elusive snow leopard and ancient species of apple and walnut.

FFI is one of only a few international organisations working in the Eurasia region and is helping to raise awareness of the need for action amongst other international conservation and development charities. Many of our projects have laid the foundation and created the necessary infrastructure for other organisations to move in and help tackle the challenges of the region. We aim to build the capacity of local partners to conserve priority species and habitats. Our focus is in four core areas: Central Asia, the Caucasus, Central-Eastern Europe and the Balkans and the Eastern Atlantic Islands. We also undertake 'emergency' interventions in countries outside of these core regions and are addressing marine and coastal conservation issues in Turkey and Cape Verde and most recently on the island of Príncipe in the Gulf of Guinea.

We are working with our partners to implement an exciting range of initiatives focused on ecosystems, habitats and species conservation in both the marine and terrestrial environments. Activities include addressing human wildlife conflict, illegal and unsustainable wildlife trade, biodiversity planning, capacity building of protected area teams, alternative livelihood development and community outreach.

The Opportunity

FFI Eurasia Programme is seeking qualified candidates for the position of Project Manager (Wildlife Trade) Central Asia, to work with the Senior Programme Manager Central Asia, the Central Asia programme teams and relevant Technical Specialists, to ensure the delivery of a portfolio of conservation projects, with a specific emphasis on addressing unsustainable and illegal wildlife trade. The role will provide day to day project level leadership and management, technical guidance and input to project implementation, as well as monitoring and reporting on projects to FFI and donors.

You will be an experienced project manager with skills and experience in project development and implementation, financial management, reporting and evaluation. Ideally you will have knowledge and experience of statutory grant management. You will have strong technical skills relating to ecology and conservation and/or social science approaches and ideally relating to wildlife trade.

You will be a strong team player and enjoy working in a dynamic team environment where strategic approaches and conceptual thinking are being brought to deliver project concepts. A degree or equivalent level qualification in a relevant discipline and strong experience in a related role are expected.

In return, the role offers the opportunity to work within a groundbreaking and entrepreneurial organisation, at the forefront of global conservation. In addition, you will receive 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 Range:	£30,000 - £32,000 per annum
Location:	Fauna & Flora International, Cambridge, with international travel as required (some remote working from within the UK may be considered)
Benefits:	<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>
Hours of Work:	This is a full time position working 37.5 hours per week, Monday to Friday inclusive

Job Description

Job Title:	Project Manager (Wildlife Trade), Central Asia
Reporting to:	Senior Programme Manager, Central Asia
Working with:	Directors of FFI Kyrgyzstan and Tajikistan Finance Manager & team members in Kyrgyzstan & Tajikistan Finance Officer, Eurasia Finance Business Partner, Eurasia FFI Eurasia team members Senior Technical Specialist Wildlife Trade and the wider Wildlife Trade team Other thematic specialists & teams Regional Director, Eurasia
Other key relationships	Governmental and non-governmental organisations, community groups and local groups, donors and partners

Purpose of the Role

Working to the Senior Programme Manager, Central Asia (SPM) and with the Central Asia programme offices and relevant Technical Specialists, develop and deliver a programme of work to secure the long-term conservation of biodiversity in Central Asia. Specifically, to ensure the effective, efficient and timely delivery of a portfolio of conservation projects, with a specific emphasis on addressing unsustainable wildlife trade, providing day to day leadership and management, technical guidance and input to project implementation, as well as monitoring and reporting on projects to FFI and donors, and inputting to other activities as required across the FFI Central Asia and Eurasia programmes.

Specific Duties:

Project Management and Reporting

- Directly manage selected conservation projects, taking responsibility for their financial and operational management and monitoring on a day-to-day basis, and ensure FFI internal and donor project reporting procedures are met.
- Work with the SPM to agree targets and work plans for projects to be managed, take into account FFI's existing approaches to project implementation, and ensure appropriate monitoring and review processes are in place.
- Work with the SPM, Eurasia Development Manager and other relevant team members to undertake the development of project budgets in line with agreed work plans.
- Oversee work of and maintain regular communications and liaison with project staff, consultants and partners involved with projects, whilst ensuring communication is effectively maintained with the SPM.
- Ensure alignment of approaches and management across projects leading to a cohesive programme of work addressing both the ecological and social dimensions of the landscape and/or species being targeted.

- Take responsibility for ensuring delivery of written and financial reports to FFI, donors and other clients within agreed internal and external deadlines, ensuring that reports produced by project/programme staff and partner organisations are of a high standard and reflect FFI's philosophy and any donor branding requirements.
- Represent FFI and the programme / projects, as required, at the national and sub-national level in respect to key partners and counterparts including government, national and international NGOs, and other relevant stakeholders and maintain positive relationships with all stakeholders and partners.
- Establish effective communications and manage relations with project partners and other stakeholders.
- Support project partners to meet their commitments to project aims, objectives and timelines, ensuring up-to-date work plans and budgets are in place and activities are implemented to plan, on time and within budget.
- Provide mentorship and technical support to project staff to support the delivery of their work plans.
- Oversee work of and maintain regular communications and liaison with relevant FFI cross-cutting and regional team members, consultants and others involved within projects, whilst ensuring communication is effectively maintained with relevant team leaders. Work with the SPM to put in place required contracts and agreements with project partners and other project stakeholders, in accordance with FFI policies and procedures, ensuring donor compliance requirements are passed down and adhered to.
- With the support of the SPM, the Finance Officer and the Finance Business Partner (all in the UK) and in-country finance manager/s, ensure the following for projects managed by this position:
 - Accurate financial management
 - Compliance with internal financial policies and procedures including supporting the preparation of monthly accountants and cashbooks
 - Compliance with grant agreements and contracts, including co-financing, reporting and procurement requirements
- Manage project budgets and ensure they are in line with agreed work plans and kept up-to-date and adapted in relation to project activities
- Maintain an effective record of contacts, project activities and financial expenditure.
- Put in place appropriate structures for effective project monitoring and evaluation in consultation with the SPM, enabling project activities to be assessed and adapted in relation to changing contexts and also budgets.
- Conduct regular site visits to ensure appropriate project delivery and that field operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity, in line with FFI global policies and procedures and any national policies and procedures.

Technical Support

- Lead-on and provide support to technical aspects of projects under your management in areas relevant to your skills and experience.
- Work in conjunction with the Wildlife Trade and other appropriate cross-cutting teams to ensure the technical focus of projects and activities are technically well-designed, robust and informed by relevant technical leads, ensuring alignment with FFI thematic approaches and institutional priorities.

- Ensure and contribute to the compilation and analysis of project data, producing technical reports and papers with FFI colleagues, academics and other collaborators as appropriate.
- Keep abreast of international and national commitments made to addressing Wildlife Trade, and statutory funding preferences and requirements relating to these, relevant to the Eurasia and Central Asia region.

Development

- Take responsibility for developing agreed follow-up projects and securing necessary funding for projects under your responsibility and contribute to other project and regional fundraising and development activities as required by the SPM.
- Work with the SPM and the Eurasia Development Manager to undertake the development of new and follow-up projects in line with the aims of FFI and the FFI Central Asia Programme.
- Assist in promoting project activities both internally and externally, liaising with and providing written material to partners and other stakeholders.
- Work with the SPM to identify and explore other new potential avenues of work for FFI in Central Asia.

Other

- Provide input, where appropriate, on other technical work undertaken by the Eurasia programme or cross-cutting themes undertaken by the FFI Conservation Partnerships team and other Programmes. This may involve work such as capacity building, workshop facilitation and conservation assessments.
- Actively participate in, and contribute to, FFI's internal Wildlife Trade Working Group to promote learning and knowledge exchange.
- With agreement of the line manager, perform any other tasks that may be requested from time to time that are appropriate to skills and experience
- Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation's activities and structure.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent project management, project planning, reporting and monitoring & evaluation skills • Strong financial/ budget management skills • Technical skills relating to ecology and conservation and/or social science approaches • Excellent technical report writing skills • Excellent communication and presentation skills (written and 	<ul style="list-style-type: none"> • Technical skills related to addressing illegal wildlife trade issues (strongly desired) • Fluency in written and spoken Russian and/or another language relevant to the Central Asia region (strongly desired)

	<p>verbal), to both technical and non-technical audiences</p> <ul style="list-style-type: none"> • Strong organisational, prioritisation and time management skills • Ability to think laterally and creatively • Proven ability to collaborate effectively with partner organisations • Fluency in written and spoken English 	
Knowledge and experience	<ul style="list-style-type: none"> • A Bachelors' degree or equivalent level qualification in a conservation / natural resource management or relevant social science field • Proven experience in conservation or a related field project management • Proven understanding and experience in managing statutory grants / funding including their key compliances • Proven track record of working on environmental and/or conservation issues • Track record of successful project proposal writing and securing funding for projects • Practical field experience • Experience working within a small team 	<ul style="list-style-type: none"> • Post-graduate Degree or equivalent qualification in conservation / natural resource management or related social science field • Experience in working in a developing country context • Experience in working with law enforcement agencies towards conservation objectives • Experience building capacity for conservation and developing and delivering training • Experience working alongside or within local Civil Society Organizations • Good understanding of international conservation and of the NGO sector
Behavioural qualities	<ul style="list-style-type: none"> • Ability to deal with challenges in a positive way • Excellent team player • Flexible and adaptable • Ability to show initiative and to work independently • Reliability and efficiency • A self-starter and motivated • Capable and effective communicator • Builds positive personal and organisational relationships • Commitment to conservation and community-led development process and empowering local people • Excellent team player who is happy and able to provide support to others • High standards of integrity, professionalism, and impartiality 	

	<ul style="list-style-type: none"> • Able to work across cultures and a good level of awareness of cultural sensitivities 	
Other	<ul style="list-style-type: none"> • Commitment to FFI's mission and values • Strong, demonstrable commitment to conservation • Ability and willingness to travel to project sites internationally • Ability and willingness to spend prolonged times (e.g. 2-3 weeks) in project countries 	

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 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 via email to eurasia@fauna-flora.org

Please mark your application '**Project Manager (WT), Central Asia** and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Wednesday 11 August 2021**.

Interviews will likely be held during the week commencing 16 August 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, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity