



## Programme Manager, Plant Conservation

### 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.

You will lead on the development of FFI's Global Trees Campaign strategy and our portfolio of tree conservation projects, 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 in high priority countries and to engage more organisations and individuals in flora conservation work. 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

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|------------------------------|---|
| <b>Start Date:</b>           | As soon as possible   |
| <b>Duration of Contract:</b> | Open  |
| <b>Probation Period:</b>     | Six months  |
| <b>Salary:</b>               | circa £33,000   |
| <b>Location:</b>             | Fauna & Flora International, Cambridge  |
| <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 Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.  |

# Job Description

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|---------------------------|--|
| <b>Job Title:</b>         | Programme Manager, Plant Conservation,<br>Conservation Science & Design  |
| <b>Reporting to:</b>      | Senior Programme Manager, Conservation Science & Design  |
| <b>Line manages:</b>      | Programme Officer, Plant Conservation, Conservation Science & Design   |
| <b>Key Relationships:</b> | Director, Conservation Science & Design<br>Programme Assistant, Conservation Science & Design<br>Conservation Science & Design Team<br>Programme Managers, Regional Teams<br>Finance Business Partner, Conservation Partnerships<br>Fundraising Team |

## **Purpose:**

The Programme Manager, Plant Conservation, Conservation Science and Design, provides a focal point for FFI's existing and planned work on flora, and is responsible for the overall management and delivery of the Global Trees Campaign (GTC). This includes development and delivery of the Global Trees Campaign strategy (with support from the Senior Programme Manager), 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**

- Take responsibility (with support from the Senior Programme Manager) for the development, review and adjustment of the GTC strategy and FFI's broader plant conservation strategy, feeding in information on opportunities and lessons learnt from the existing programme and expanding the vision and reach of the GTC and FFI's other flora conservation work over the coming years.
- 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 and to increase the profile of threatened trees.
- Take responsibility for the development of the GTC portfolio of field projects, to ensure a good pipeline of projects with an appropriate regional and thematic balance, including identifying and developing new GTC projects and partners, both from within existing FFI regional programmes and beyond, working with FFI staff and regional teams.
- 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 and design, development of workplans, budgets and fundraising proposals, technical aspects of implementation, monitoring and evaluation of impact, and reporting to donors.
- Develop and manage initiatives to develop capacity for the conservation of threatened trees and other plants, and to engage more organisations and individuals in flora conservation work, allocating work to the Programme Officer, Plant Conservation, as required.

- 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 and the Programme Assistant, Conservation Science and Design, 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.
- Develop and manage FFI's relationship with key donors to the GTC, with the support of FFI's fundraising team, and take responsibility for the timely preparation of narrative and financial donor reports, as required by each donor.
- Develop and manage GTC relationships with external partners including Botanic Gardens Conservation International (core partner in the GTC), ensuring good 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 a focal point for other plant conservation work within FFI's wider project portfolio, developing and maintaining an overview of FFI's plant conservation work, identifying new opportunities for plant species conservation and leading development of a strategy for the potential growth of FFI's work on plants.
- Provide technical support to on-going work on plant species conservation across FFI's wider portfolio where requested and as time / resources allow.

### **Development**

- With the assistance of fundraising staff, identify potential funders for the GTC and prepare well-targeted proposals for them.
- Provide support to the development of other plant conservation work within FFI, as requested and as time / resources allow.
- Represent the GTC and FFI's plant conservation work internally and externally, including maintaining relationships with collaborating institutions and funding agencies.

### **Learning and Assimilation**

- Ensure GTC projects and initiatives are planned, monitored and evaluated according to FFI's internal processes, and support the Programme Officer, Plant Conservation, to engage with these processes.
- Provide oversight and leadership to ensure rigorous monitoring and evaluation is conducted within GTC field projects (in line with FFI's approach to impact assessment), supporting the Programme Officer, Plant Conservation, with the development and implementation of monitoring and evaluation frameworks in field projects with which he / she is 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

|               | <b>Essential</b>  | <b>Desirable</b>  |
|---------------|---|---|
| <b>Skills</b> | <ul style="list-style-type: none"><li>• Excellent strategic thinking and planning skills</li><li>• Excellent project management skills, including project design, development, implementation, impact monitoring and evaluation</li><li>• Strong technical conservation skills, preferably spanning both plant / broad ecological aspects and social aspects</li><li>• Excellent written communication skills, including report and proposal writing as well as writing for popular audiences</li><li>• Strong verbal communication and networking skills, for both technical and non-technical audiences, with ability to deliver aural presentations with confidence and credibility</li><li>• 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</li><li>• Excellent financial management and numeracy skills, including budgeting, financial tracking and reforecasting</li><li>• Excellent people management skills, with ability to motivate and performance manage individuals to achieve excellence</li><li>• Strong prioritisation and time management skills, with ability to work to multiple deadlines and a clear focus on delivery of outputs</li><li>• Fluency in written and spoken English</li></ul> | <ul style="list-style-type: none"><li>• Proficiency in Spanish, French or another second language</li></ul> |

|                                 |   |  |
|---------------------------------|---|--|
| <b>Knowledge and experience</b> | <ul style="list-style-type: none"> <li>• Advanced degree or equivalent qualification in conservation /natural resource management or relevant social science field</li> <li>• Strong technical background and understanding of a range of terrestrial habitat and species conservation issues</li> <li>• Significant relevant conservation experience, including proven operational and people management and programme development</li> <li>• Experience of working, or supporting work, in a developing country and engaging with stakeholders from different countries and cultures</li> <li>• Proven experience of working effectively with different types of partner organisations, including national and local NGOs, government agencies, and community-based organisations</li> <li>• Track record in fundraising, with experience developing and nurturing donor relationships</li> <li>• Proven grant management including donor reporting, liaison and relationship management</li> </ul> | <ul style="list-style-type: none"> <li>• Qualifications or experience in botany, forestry or other plant-related fields</li> <li>• Experience of working in an NGO environment</li> <li>• Experience of working with remote teams</li> </ul> |
| <b>Behavioural qualities</b>    | <ul style="list-style-type: none"> <li>• Builds positive working relationships</li> <li>• Ability to deal with challenges in a positive way</li> <li>• Culturally sensitive</li> <li>• Self-starter, able to work well under own initiative</li> <li>• Team player, demonstrating ability to seek out and harness the views and contributions of others</li> <li>• Commitment to conservation</li> <li>• Commitment to organisational and legal compliance and to responsible management of donor funds</li> </ul>  |  |
| <b>Other</b>                    | <ul style="list-style-type: none"> <li>• Entitlement to work in the UK</li> <li>• Ability to undertake regular international travel</li> </ul>  |  |

## 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](mailto:jessica.walker@fauna-flora.org)

Please mark your application '**Programme Manager, Plant Conservation, Conservation Science & Design**'.

The closing date for applications is **Sunday 3 February 2019**. Interviews are likely to be held during the week commencing 25 February 2019. 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](mailto:jade.bedwell@fauna-flora.org).

FFI values diversity and is committed to equality of opportunity