



Programme Officer, 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 qualified candidates for the position of Programme Officer, Plant Conservation, to support the delivery of the Global Trees Campaign (GTC) and FFI's wider plant conservation work.

You will provide technical input and support to FFI's portfolio of tree conservation projects around the world, working closely with our regional teams and partner organisations. You will also contribute to the development and delivery of initiatives to build capacity for tree and plant conservation in high priority countries and to engage more organisations and individuals in flora conservation work, including through written communication work. You will provide administrative support to the Global Trees Campaign programme, and work with the Programme Manager, Plant Conservation to report to donors, and to fundraise. You will also provide support to FFI's other plant conservation work.

You will have a postgraduate degree with relevant technical expertise, including field-based conservation, and proven ability in project management and administration, including financial

aspects. You will have the personal qualities and skills necessary to collaborate effectively with government agencies, non-governmental organisations and a variety of other partners and stakeholders, as well as strong verbal and written communication skills. 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

Start Date: As soon as possible

Duration of Contract: Open

Probation Period: Six months

Salary: circa £25,000

Location: Fauna & Flora International, Cambridge

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 Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

Job Description

Job Title: Programme Officer, Plant Conservation, Conservation Science & Design

Reporting to: Programme Manager, Plant Conservation, Conservation Science & Design

Key Relationships: Senior Programme Manager, Conservation Science & Design
Director, Conservation Science & Design
Programme Assistant, Conservation Science & Design
Conservation Science & Design Team
Programme Managers, Regional Teams
Fundraising Team
Communications Team

Purpose:

To support the delivery of the Global Trees Campaign (GTC) and FFI's wider plant conservation work through provision of technical input and project planning support to GTC field projects and other GTC initiatives, including communications. The post holder will provide flexible, bespoke support to a range of projects and initiatives, to ensure their effective development, monitoring and evaluation, in order to maximize the impact for threatened tree conservation. The post holder will also provide technical support to other plant conservation work within FFI's wider project portfolio, and a level of administrative support to the GTC programme.

Responsibilities:

Implementation

- Provide input and support to specific field projects within the GTC portfolio, as determined by the Programme Manager, Plant Conservation, 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.
- Deliver or support initiatives to develop capacity for the conservation of threatened trees and other plants and to engage more organisations and individuals in flora conservation work, as requested by the Programme Manager, Plant Conservation.
- Deliver or support initiatives to increase the profile of GTC and threatened plant conservation, as requested by the Programme Manager, Plant Conservation, including the effective delivery of GTC communications and outreach, in collaboration with FFI's communications team and ensuring smooth collaboration with the communications team at Botanic Gardens Conservation International (BGCI – core partner in the Global Trees Campaign). This includes supporting our partners and field teams to communicate their GTC achievements.
- Provide administrative support for the GTC programme, including financial administration and ensuring compliance with FFI's financial processes and requirements.
- Support the Programme Manager, Plant Conservation, to ensure good communications and sharing of information with external partners, including BGCI, especially relating to the projects and initiatives with which the post is closely involved.
- Provide support to FFI's wider plant conservation work, where requested and as time / resources allow.
- Take on other tasks related to the delivery of the GTC or the wider Conservation Science and Design team, as agreed with your line manager.

Development

- Support FFI's regional teams and project partners to identify and develop new GTC projects and partners, both from within existing FFI regional programmes and beyond, working through agreed processes and in close consultation with the Programme Manager, Plant Conservation.

- Develop fundraising proposals, primarily for (but not limited to) projects with which this post is involved, in accordance with FFI's project cycle and other processes.
- Where required, represent the GTC and FFI's plant conservation work internally and externally, including maintaining relationships with collaborating institutions.

Learning and Assimilation

- Under the guidance of the Programme Manager, Plant Conservation, support robust monitoring and evaluation within GTC field projects, in line with FFI's approach to impact assessment, and ensure that information from all projects and initiatives is captured and compiled to allow evaluation of the overall impact of the GTC programme.
- Collate learning from GTC and other plant conservation projects and share it both internally within FFI and externally with GTC partners and with wider stakeholders.

General

- Represent FFI, GTC and the Conservation Science and Design team as required in external and internal meetings and fora, and ensure information is fed back and appropriately circulated within FFI.
- Undertake regular 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.

Although there are no direct reports to this post, it is possible that the post holder may be asked to supervise temporary internships or work placements.

Person Specification

| | Essential | Desirable |
|---------------------------------|--|--|
| Skills | <ul style="list-style-type: none"> • Project management skills with experience in project development and implementation • Technical conservation skills preferably spanning both plant / broad ecological aspects and social aspects • Administrative skills, including budgeting, financial administration and reporting • Excellent writing skills, including ability to write proposals and reports in English • Strong verbal communication and networking skills, including ability to deliver aural presentations • Ability to build and manage relationships with a wide range of individuals and organisations, in a range of contexts including governments, NGOs, community groups and businesses • Strong prioritisation and time management skills, with ability to work to multiple deadlines and a clear focus on delivery of outputs • Fluency in written and spoken English | <ul style="list-style-type: none"> • Proficiency in Spanish, French or another second language |
| Knowledge and experience | <ul style="list-style-type: none"> • An advanced degree or equivalent qualification in conservation /natural resource management or relevant social science field • A good technical background and understanding of a range of terrestrial habitat and species conservation issues • Field experience in conservation or relevant research, preferably in a developing country context • Track record of efficient project planning, implementation, budget management and financial reporting | <ul style="list-style-type: none"> • Qualifications or experience in botany, forestry or other plant-related fields • Experience of working in an NGO environment • Experience of working effectively with different types of partner organisations, including national and local NGOs, government agencies, and community-based organisations • Experience of working with remote teams |

| | Essential | Desirable |
|------------------------------|--|-----------|
| Behavioural qualities | <ul style="list-style-type: none"> • Builds positive personal and organisational relationships • Ability to deal with challenges in a positive way • Culturally sensitive • Self-starter, able to work well under own initiative • Team player, demonstrating ability to seek out and harness the views and contributions of others • Commitment to conservation | |
| Other | <ul style="list-style-type: none"> • Entitlement to work in the UK • Ability to undertake regular international travel | |

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

Please mark your application '**Programme Officer, 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.

FFI values diversity and is committed to equality of opportunity