



Jeremy Holden /FFI

Programme Manager, Upper Guinean Forest Landscape, Africa

“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.

Africa Programme

Working closely with local partners, FFI currently operates in 12 countries in West, Central, East and Southern Africa, and is implementing a range of projects focused on species and habitat conservation, biodiversity planning, protected area management, institutional development and capacity building, sustainable use and community-focused wildlife management initiatives.

Upper Guinea Forest Landscape (UGFL) Programme

In West Africa, FFI's work is currently made up of a cluster of projects in Guinea and Liberia, with transboundary elements between these two countries at FFI sites, and with partner sites in Sierra Leone and Cote d'Ivoire. These FFI and partner projects all have the same broad aim of conserving threatened species focusing on western chimpanzee (CE), pygmy hippopotamus (EN), African elephant (VU), black-bellied, white-bellied and giant ground pangolin (VU), along with forest conservation initiatives such as REDD+.

Furthermore, there are a number of extractives and infrastructure developments within the landscape that represent an opportunity to influence industry to ensure positive outcomes for conservation.

FFI currently implements conservation projects with a strong focus on the sustainable use of natural resources that are funded through a range of both philanthropic and statutory sources (including USAID and the British and Norwegian governments). We are now looking to build on this to deliver conservation at large landscape scales across the region.

The Opportunity

We are seeking an experienced conservation professional to fulfil a key development and management role within FFI's Africa Programme, managing current landscape grants, leading new funding opportunities and coordinating inputs of staff both in the region and those based in the UK.

You will have an advanced degree in a conservation-related field or equivalent relevant experience in a similar role. You will have strong technical conservation skills and proven demonstrable experience in delivering conservation projects with a strong grant compliance component. Your outstanding interpersonal skills will enable you to build strong working relationships, bringing diverse groups of stakeholders together to accomplish common goals, and your exceptional writing skills will deliver high quality reports and proposals.

You will be as tenacious as you are persuasive, and your excellent organisational skills will ensure delivery against multiple timelines. You will be a strong team player and enjoy working in a

dynamic environment where the ability to respond swiftly to changing organisational and team needs is paramount. With a proactive and pre-emptive approach to your work, you will seek to add value and work with minimal supervision. Fluency in English is essential; fluency in French is 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:	Permanent
Probation Period:	Six months
Salary Range:	£33,000 - £35,000 per annum
Location:	Fauna & Flora International, Cambridge
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 Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

Job Description

Job Title: Programme Manager, Upper Guinean Forest Landscape

Reporting to: Senior Programme Manager, West & Central Africa

Key Relationships: Director of Operations, Africa
Programme Manager, Africa
Finance Business Partner, Africa
UK based Africa technical specialists
West Africa country teams
Senior Director, Conservation Programmes
Directors and members of cross-cutting teams
Fundraising and Communications team members

Purpose:

Expand and develop a landscape and transboundary approach in the Upper Guinean Forest region of West Africa that accounts for FFI's current programme of work and future ambitions. The role will ensure that working at a larger scale delivers added value and increased benefits to the conservation of key species and habitats and compliments the current portfolio of individual projects. Bringing together FFI staff from both regional and cross-cutting teams, including those tackling the impact of extractives and infrastructure in this landscape, this role will define the geographical extent of our area of interest, and also identify external stakeholders that will be critical to working at this scale. Furthermore, in collaboration with others, the role will develop and implement an ambitious fundraising strategy to enable delivery of this landscape approach.

Specific Duties:

Programme Development

- In collaboration with the Director of Operations Africa (DirOA), the Senior Programme Manager, West & Central Africa (SPM-WCA), and relevant Cross-cutting Directors, clearly define a logical approach for FFI's Upper Guinean Forest Landscape Initiative (UGFLI) ensuring:
 - The UGFLI has a clearly defined rationale, outcomes and set of objectives and, utilising FFI capacity, follows a logical framework that accounts for and aligns with current projects and their objectives, along with the spaces and partner projects in between
 - Clear identification of FFI's role alongside those of partners and any technical gaps in terms of activities; where relevant for FFI, include a capacity assessment and capacity development plan
 - Stakeholders in the landscape (in the context of FFI's defined approach), both internal and external, are mapped and strategies for engagement are identified. The initiative's outcomes, objectives and stakeholder engagements have a robust M&E framework to enable impact monitoring
 - The above parameters are regularly updated to ensure ongoing relevance
- In collaboration with the DirOA, the SPM-WCA, and relevant fundraising and cross-cutting teams, lead on the development of a fundraising plan for the UGFLI , including identification of potential funders, strategies for engagement, and taking into account the funding requirements and donor relationships of FFI projects and partner projects that sit within the landscape. Ensure the plan is kept up to date and remains relevant to the latest

landscape and programme needs

- As approved and following FFI's project cycle process, develop landscape-level funding proposals that meet the outcomes and objectives of the UGFLI, ensuring input from relevant FFI staff and partners and ensuring the proposed work is fully aligned with FFI's individual country programmes and projects of work (utilising approved project design and monitoring plans), maximising the opportunities for capacity development and the added value of a landscape approach
- Engage the relevant Africa programme staff, cross-cutting team members and the Finance Business Partner, Africa (FBP-A) to ensure proposal budgets are appropriate for project implementation, address priorities and gaps, consider matched funding requirements, and meet staff and field operational costs and institutional overhead requirements
- Under the direction of the SPM-W&CA and in liaison with relevant country managers, ensure proposed activities comply with national laws, statutory regulations and have the requisite insurances necessary for implementation
- Proactively develop and nurture relationships with prospective and existing funders and donors, ensuring open and regular communication and hosting donor visits as required

Programme and Grant Management

- Undertake specific UGFLI fund management responsibilities where appropriate including:
 - Ensure all landscape-level funding proposals and resulting contracts and grant agreements are appropriate to, and comply with, FFI operating standards, the Delegation of Authority (DoA), and implementation context within the region
 - Delivery of grant funded projects within time-frames and budgets
 - Manage project inputs from relevant technical and operational staff and consultants, and implementing partners, ensuring appropriate contracts are in place where relevant
 - Lead FFI and donor technical report writing and editing, coordinating the inputs of team members, cross-cutting teams, specialists and partners, ensuring accurate and timely technical reports as per FFI and donor requirements
 - Be responsible for fund finances and ensure all expenditure complies with donor and FFI regulations, and the DoA
 - Prepare project financial reports, with support from the Finance Business Partner, Africa and ensure timely and accurate technical, operational and financial funder and institutional reporting
 - Ensure maintenance of project financial records by in country staff that meet both FFI's in-country and UK-based institutional auditing requirements and internal and donor reporting and auditing requirements
- Under the direction of the SPM-W&CA, ensure smooth start up or integration into existing work of activities funded under the W&CA programme, including ensuring that agreed work plans are in place to meet aims, objectives and timelines for FFI, partners and funders
- Lead on the participatory development of UGFLI annual work plans that align with all projects and fund obligations and budgets
- In collaboration with relevant regional staff members, liaise with the relevant country managers to ensure the delivery of day to day UGFLI activities, ensuring that they are on track against targets and budgets, coordinating the inputs of regional and cross-cutting teams and partners as necessary and appropriate, taking into account their other programme commitments to ensure effective and timely delivery of activities
- Proactively disseminate lessons learnt both internally and externally as agreed and appropriate

Programme Resourcing and Personnel Development

- Maintain up to date understanding of the capacity gaps specific to activity delivery within the UGFLI and regularly provide feedback to the SPM-WCA
- In line with the DoA and relevant country staff members, contribute to the recruitment of any international, UK or in-country staff and consultants required for the effective running of the UGFLI, ensuring necessary visas, work permits etc. are secured
- If applicable, provide strong and motivational line management to staff specific to the UGFLI through objective setting, continuous performance management, annual appraisal, training provision and personal development planning to ensure the efficient and effective delivery of the UGFLI activities

Technical Input

- Provide technical advice and input on conservation issues and priorities, project design, development, implementation and monitoring as relevant across the UGFLI
- Provide technical advice as required to partner organisations and individual community-based initiatives relating to the UGFLI work

Partnership Development

- As agreed with the DirOA and the SPM-WCA, proactively develop and manage key external relationships, in order to maintain and enhance landscape UGFLI activities and to maximise the effective delivery of FFI's interventions
- Ensure the consultation and inclusion of appropriate stakeholders in the design and implementation of all FFI activities within the UGFLI
- In collaboration with appropriate country team members, support the building of organisational and technical capacity of in-country partners to implement the elements of their institutional mission that overlap with FFI's plans for the UGFLI
- Where relevant, lead on the development and negotiation of Memoranda of Understanding (MOUs) with partners for the UGFLI , in consultation with the DirOA and SPM-WCA and in accordance with FFI documentation and FFI's Delegation of Authorities
- As agreed with the DirOA and the SPM-WCA and in collaboration with relevant team members, conduct due diligence of FFI partners within the UGFLI

Communications & Representation

- In collaboration with the DirOA, bring to the attention of the Communications Department any news worthy items arising within the landscape initiative and develop materials as required (e.g. web pages, articles, reports) to support UGFLI development and FFI's brand
- Ensure regular and effective communication and coordination across the UGFLI and wider Africa Programme as relevant, engaging with staff based both in Cambridge, UK and within Africa programme country offices
- Represent FFI at appropriate external meetings and fora, including consultations, meetings and briefings

Other

- Work in full compliance with FFI protocols, ensuring work is done to high quality and within budget
- Undertake any other tasks commensurate with the position that may be requested of you, from time-to-time, by your Line Manager
- Undertake international travel to project sites, relevant conferences and international meetings as required

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Strong programme planning, partnership-building and fundraising skills • Excellent project management skills with ability to deliver multiple streams of work, to multiple donors and involving a diverse group of stakeholders • Excellent financial management and numeracy skills • Ability to coordinate and motivate FFI staff and partners to deliver project objectives • Excellent diplomatic and interpersonal skills, including ability to communicate with a wide range of stakeholders, with the ability to present, negotiate and persuade at all levels of government, civil society and with donors • Excellent oral communication skills, with fluent English and good working knowledge of French • Excellent written communication skills, including proposal and report writing, presentations and online content • Strong technical skills relating to the implementation of regional conservation programmes within and outside protected areas • Advanced Microsoft Office skills, including Outlook and Excel 	<ul style="list-style-type: none"> • Fluent written and verbal French
Knowledge and experience	<ul style="list-style-type: none"> • A postgraduate degree in a relevant discipline or equivalent work experience in a relevant field • Proven record of accountability of grant compliance including financial management, and quality and timely donor reporting (both technical and financial) • Proven programme development and fundraising record, with experience nurturing and managing donor relationships • Experience managing a project lifecycle process from the design stage through fundraising to implementation, M&E and reporting • Knowledge of a variety of conservation practices and approaches including protected area management in different designations, working with local people and co-management, the sustainable use of resources etc. 	<ul style="list-style-type: none"> • Experience of delivering conservation projects in the Upper Guinean Forest countries • Knowledge of conservation tools and practices including biodiversity offsetting, REDD++ / carbon credits, participatory market systems development, conservation agriculture etc. • Understanding of the statutory and

	<ul style="list-style-type: none"> • Experience working effectively with government agencies, communities and community-based organisations, partner NGOs • Understanding of the statutory and regulatory frameworks within which to operate in Africa • Experience of managing large-scale statutory grants • Experience of delivering conservation projects in Africa • Experience in institutional development and capacity building 	regulatory frameworks within which to operate in West Africa
Behavioural qualities	<ul style="list-style-type: none"> • Excellent team player, able to seek out and harness the views and contributions of others • Self-motivated and output driven, committed to producing high quality work • Flexible and adaptable in uncertain and changeable work situations • Capable of dealing with challenges in a positive and constructive manner • Commitment to organisational and legal compliance • Commitment to responsible management of donor funds • Commitment to FFI's vision and mission • Able to build and maintain positive personal and organisational relationships • Able to work effectively in an advisory role, providing project managers and decision makers with the information and support required to make sound decisions • Able to work flexibly and effectively in a geographically dispersed team 	
Other	<ul style="list-style-type: none"> • Entitlement to work in the UK • Willingness and ability to travel internationally as required 	

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 africajobs@fauna-flora.org

Please mark your application '**Programme Manager, Upper Guinean Forest Landscape, Africa**'.

The closing date for applications is **Monday 22 April 2019**.

Interviews are expected to be held during the week commencing **Monday 13 May 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