JOBTITLE: Conservation Officer – Important Bird and Biodiversity Areas (80%)
DIVISION/DEPARTMENT: European and Central Asian Division
LOCATION: Cambridge, UK

1. OVERALL PURPOSE OF JOB

To coordinate BirdLife’s input into the EU funded project LandSense, which focuses on empowering citizen networks working actively within the IBA (Important Bird and Biodiversity Areas) and Protected Area network in Europe and ensure that BirdLife project’s objectives and activities are achieved within the planned timeline. To coordinate the European and Central Asian IBA programme, being responsible for monitoring, verifying, analysing and disseminating European and Central Asian IBA data effectively, thereby ensuring that BirdLife continues to address the highest conservation priorities for site conservation.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Conservation for Europe and Central Asia

REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
The job holder may be required to manage additional assistants, interns or volunteers, as necessary and appropriate.

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
All LandSense Project Partners, specially the project Coordinators (IIASA, Austria), colleagues at the Conservation unit within the European and Central Asia (ECA) secretariat and other secretariat colleagues working on policy, communications and fundraising. Senior staff working on IBA Programme across the BirdLife partnership. Many Global Secretariat staff in Science, Policy and Information Management (SPI) Department, especially exchanging information with Cambridge-based colleagues working on the Global IBA programme. Key staff based at international conservation organisations, especially those part of the KBA partnership.

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
Providing information and advice to, and collating data from, relevant staff of all Partners and key stakeholders involved in project LandSense and within BirdLife International IBA and Local Empowerment Programmes, especially coordinators of national species monitoring programmes (and equivalent contacts). Advising and informing the projects’ Steering Committee, other international stakeholder’s groups and coordinators of BirdLife’s European Task Forces.

3. KEY WORKING RELATIONSHIPS

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES OUTSIDE BIRDLIFE NETWORK
Liaising with members of project LandSense, coordination of BLI’s associated budget and responsible for the delivery of the actions planned within this project. Special focus on partners in Spain, Austria, Slovenia and Indonesia.
Establishing clear connections in between the IBA and Local Empowerment Programmes, so citizens can benefit from LandSense’s outputs through the identification of most suitable tools and methods.
Travelling when required to the different partners’ countries and ensuring adequate monitoring of the project’s actions, deliverables and milestones, including supervising its financial implementation.
Liaising with European Commission officials, both in terms of fulfilling the reporting obligations set in the proposal and for the implementation of the management actions describing cooperation with the European commission.

Providing information and interpretation to academic researchers, students and others who request BirdLife data.

### 4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

**By main work area:**

Ensure appropriate management of the Landsense project by coordinating BirdLife’s implementation of its Project actions. In particular to:

- Assure the adequate progress of the project by liaising directly with the Project Coordinators, participating in their steering group meetings and ensuring information flows to BirdLife Secretariats and partners
- Ensure a strict budget control (in cooperation with BirdLife finance departments) and report back to the European Commission when required
- Lead on BirdLife’s assigned Work Packages and Demonstration Cases.
- Ensure the highest quality of the decisions and project’s related outputs, helping to shape BirdLife’s vision for the IBA and Local Empowerment Programmes in Europe and Central Asia.

Other duties will include:

- Support the Global IBA Programme Coordinator in the implementation of BirdLife’s IBA Strategy, including the definition of new tools for reporting and monitoring the status of the IBAs.
- Support the IBA Coordinators along the European and Central Asian region so a stronger IBA network is in place, ready to help IBA caretakers, Local Conservation Groups and citizens engaged in nature protection.
- Monitor progress towards reporting deadlines in all countries, highlighting potential bottlenecks in advance.
- Verify all national data sets promptly when received, returning them with clear queries to be addressed.
- Apply the Key Biodiversity Areas (KBA) criteria correctly and consistently to the data collected for IBAs, supporting national partners when needed.

Other duties

- Monitor the scientific and ornithological literature to identify articles of relevance to the IBA programme
- Respond promptly to relevant internal and external requests for assistance and data, prioritising and documenting these accordingly, and following BirdLife’s data access policy and terms of use.
- Provide feedback and advice to the Information Management team on the development of the World Bird Database, Species Information System and Data Zone, to ensure that European & Central Asia needs are met.

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### Contact

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<thead>
<tr>
<th>Contact</th>
<th>Level (1-3)</th>
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<th>Level (1-3)</th>
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</thead>
<tbody>
<tr>
<td>BirdLife Network Organisation Staff</td>
<td>2</td>
<td>General Public</td>
<td>2</td>
<td>Institutional policy makers/ Politicians/ Corporations</td>
<td>2</td>
</tr>
<tr>
<td>BirdLife Advisory Groups, Committees, Reg. Councils</td>
<td>1</td>
<td>Press &amp; Media</td>
<td>1</td>
<td>Institutional Funders</td>
<td>1</td>
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<tr>
<td>BirdLife Global Council</td>
<td>1</td>
<td>Regulators/Legislators/ Auditors</td>
<td>1</td>
<td>Individual donors/ members</td>
<td>1</td>
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<tr>
<td>Suppliers/Service Providers</td>
<td>2</td>
<td>Scientific Community</td>
<td>2</td>
<td>Royalty/VIPs/ High worth Individuals</td>
<td>1</td>
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</tbody>
</table>

**Level of Contact**

1. = General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.
3. = Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing BirdLife to highly influential people. Responsible for complex and sensitive/high risk communications.
- Represent BirdLife at relevant conferences, workshops and technical meetings, as appropriate.
- Help to oversee the work of programme assistants, contract staff, interns or volunteers, as appropriate.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

<table>
<thead>
<tr>
<th>RESPONSIBILITY AREA</th>
<th>LEVEL OF AUTHORITY</th>
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</thead>
<tbody>
<tr>
<td>Financial/Budgetary</td>
<td>Responsible for the overall management of BirdLife’s responsibilities under Project H2020 LandSense.</td>
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<tr>
<td>Contracts: Funders</td>
<td>Responsible for specific project deliverables under funding contracts.</td>
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<tr>
<td>Contracts: Staff/Consultants</td>
<td>Responsible for specific project deliverables under LandSense</td>
</tr>
<tr>
<td>Contracts: Service providers</td>
<td>May contract service providers, as defined by the project, and subject to normal budgetary limits and BirdLife procurement rules</td>
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<tr>
<td>Legal Responsibility</td>
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<tr>
<td>Other</td>
<td>Responsible for ensuring scientific standards are met. Responsible for representing BirdLife where appropriate at technical meetings, conferences or workshops.</td>
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6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>KNOWLEDGE/SKILLS/ATTRIBUTES</th>
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<tbody>
<tr>
<td>Minimum General Education</td>
<td>Bachelor’s degree, or equivalent experience, in a relevant scientific or environmental subject.</td>
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<tr>
<td>Job Specific Education/Qualification</td>
<td>Masters degree or higher in a relevant subject, or equivalent demonstrable skills and experience gained in an appropriate field. PhD in conservation related topic desirable</td>
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<tr>
<td>Job Specific Knowledge</td>
<td>Good general knowledge of European bird species and their preferred habitats (e.g. conservation status, distribution, abundance, ecology and threats). Familiarity with international conservation issues, including relevant environmental conventions and instruments (especially EU Directives). Awareness of the nature, potential uses and limitations of biodiversity data. Solid understanding of the KBA Criteria and of the IUCN Red List criteria and categories.</td>
</tr>
<tr>
<td>Experience</td>
<td>Proven experience of managing (or implementing at senior level) one or more EU-funded projects. Additional experience with other EU-funded and/or international projects desirable. Significant relevant experience in site conservation and/or academic research, preferably at international level. Previous experience in the design or use of environmental mobile apps highly desirable. Successful track record of coordinating large groups of volunteers or on citizen science projects. Proven experience of building rapport with, and acquiring information from,</td>
</tr>
</tbody>
</table>
Management & organisational skills

Well organised and able to manage pressure, coordinating a wide range of concurrent activities, prioritising workload effectively to meet deadlines. Self-motivation to act independently, sometimes with minimal supervision, but also to work collaboratively in a team spread across several locations. Excellent concentration and attention to detail, with the ability to undertake repetitive tasks accurately and consistently. Ability to line manage a small team.

Communications skills

Ability to explain technical issues in an understandable way and to persuade different audiences to take legitimate concerns into account. Diplomacy, sensitivity and confidence to resolve potential conflicts and manage relationships to achieve successful project outcomes. Ability to network well and cultivate good relationships with collaborators from a wide range of cultural backgrounds. Proven skills in critically assessing and synthesising information, and in producing accurate and concise written summaries.

Creativity & initiative

Ambition to explore and develop new approaches within the European & Central Asian Species Programme, and to help shape its future development. Ability to pursue new and unfamiliar challenges, work independently and devise innovative solutions to novel challenges. Flexibility and adaptability to respond to changing circumstances.

Computer Literacy

High proficiency in Microsoft Office (especially Outlook, Word, Excel and PowerPoint, and ideally Access). Understanding of the issues involved in transferring data between formats. Familiarity (and ideally some practical experience) with ArcGIS software. Previous experience with Birdlife’s World Biodiversity Database desirable.

Languages

High level of fluency in English (and preferably other European languages). Ability to avoid jargon and use clear, simple language when required.

Travel requirements

Willingness and ability to travel in Europe, typically on short (1-3 day) project-related trips.

Genuine interest in and commitment to the environment, bird conservation, the NGO sector and civil society.

Prepared by: Iván Ramírez (Head of Conservation for Europe and Central Asia)  Date: June 2016