

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Marine Coordinator – Europe & Central Asia
DIVISION/DEPARTMENT:	European and Central Asian Division
LOCATION	Cambridge (UK) or Brussels (Belgium)

1. OVERALL PURPOSE OF JOB

To coordinate BirdLife Europe and Central Asia Marine Work, leading the development and effective implementation of the European Marine Strategy and ensuring its objectives and actions are well integrated with those outlined in BirdLife International Marine Programme.

To manage various marine conservation projects, in cooperation with the Marine Conservation Assistant and other key staff, particularly those funded by the MAVA foundation on seabird bycatch and seabird knowledge gaps in the Mediterranean basin.

He/she works in close cooperation with the European & Central Asia Policy Department and also contributes to the planning, development, implementation and communication of the division's overall strategy.

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 European and Central Asia conservation colleagues as well as other secretariat colleagues working on policy, communications and fundraising. A special focus will be given to ensuring smooth coordination with Birdlife EU Marine and Fisheries Policy Officer. BirdLife International Global Marine Programme (BIMP) Coordinator and key marine staff working in the Global and Regional divisions of BirdLife International. Global Secretariat staff in Science, Policy and Information Management (SPI) and other staff working at the marine, preventing extinctions, flyways, invasive and alien species and other related programmes.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
Providing information and advice to, and collating data from, relevant staff of European Partners and key stakeholders working in marine conservation in the region. Leading the agenda and monitoring progress of the European Marine Task Force and its associated working groups, with special attention to the European Seabird Task Force operating in various European and/or North African countries. Supporting BLI partners in their revision of their own marine strategy and/or on data queries associated with marine and/or seabird conservation

3. KEY WORKING RELATIONSHIPS

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES OUTSIDE BIRDLIFE NETWORK
The person is expected to develop strategic partnerships with relevant stakeholders, such as donor agencies or foundations, European Institutions, Multilateral Marine Conservation Agreements, etc. Special emphasis should be given to the Mediterranean, Baltic and Atlantic regions.
The person will act as BirdLife Europe representative in MAVA funded projects under Outcome Action Plan M4 (M4- Fishing Impacts on habitats and endangered species)

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

The person should also represent BirdLife in regional conservation and/or policy fora or bodies where BirdLife has a strategic or programmatic interest, in collaboration with colleagues from the European and Central Asian Division

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

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

Level of Contact

- 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.
- 2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.
- 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.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<ul style="list-style-type: none"> • To represent the European Division within BirdLife International Marine Programme. • To lead on the implementation of the European Marine Strategy, monitoring its progress and proposing changes when needed, in close cooperation with the Marine policy staff and the European BirdLife partners. • To coordinate and manage the implementation of 3 MAVA-funded marine conservation projects on seabird bycatch interactions and seabird ecology and knowledge gaps in the Mediterranean basin. • To act as BLI's key contact for other marine conservation projects implemented in the region. • To support the European Marine Task Force and the Seabird Task Force and its regular meetings, in close cooperation with its coordinating BirdLife partners. • To foster collaboration on marine conservation issues amongst the BirdLife European and Central Asian Partners, including project writing when needed. • To work with relevant senior BirdLife staff to identify, clarify and evaluate strategic programme development needs and opportunities arising from BirdLife's contacts with business and turn them into opportunities for implementation of marine conservation action. • To identify funding opportunities and help BirdLife European Partners and the European and Central Asian Division Office to submit funding applications to key donors • To represent BirdLife Europe with donor agencies, European institutions and in relevant European organisations and fora, with special emphasis on the Mediterranean, Baltic and Atlantic, together with country representatives. • To assist in planning institutional development in the region, including agreements with local partners, as made necessary by the European Marine Strategy. • Support the IBA, Invasive and Alien Species (IAS) and Preventing Extinctions (PEP) Programmes of BirdLife International when needed through data provisioning or analysis. <p>Other duties</p> <ul style="list-style-type: none"> • 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.

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

- | |
|---|
| <ul style="list-style-type: none"> • 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

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Specific tenders or contracts (under supervision from Head of Conservation and or Director)
Contracts: Funders	Responsible for specific project deliverables under funding contracts.
Contracts: Staff/Consultants	Responsible for specific project deliverables.
Contracts: Service providers	May contract service providers, as defined by the project, and subject to normal budgetary limits and BirdLife procurement rules
Legal Responsibility	
Other	Responsible for ensuring scientific standards are met. Responsible for representing BirdLife where appropriate at technical meetings, conferences or workshops.

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Bachelors degree, or equivalent experience, in a relevant scientific or environmental subject.
Job Specific Education/Qualification	Masters degree or higher in a relevant subject, or equivalent demonstrable skills and experience gained in marine conservation and project management. PhD in marine conservation/advocacy topic desirable.
Job Specific Knowledge	Good understanding of the conservation status, distribution, abundance and ecology of the main groups of seabirds occurring in Europe and the Mediterranean basin. Good understanding of key threats affecting seabirds and the marine environment, and how to mitigate them (specially those occurring in European waters and the Mediterranean basin). Familiarity with most relevant marine and environmental EU and non-EU laws, conventions and instruments.
Experience	Proven experience of managing (or implementing at senior level) multiannual and international conservation projects is essential. Proven experience of building rapport with, and acquiring information from, large/diverse/dispersed networks of collaborators and producing high quality reports while meeting deadlines. Additional experience working in Mediterranean projects, not necessarily marine ones, dealing with North Africa desirable.

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

	<p>Additional experience working/coordinating EU-funded and/or private donor projects, not necessarily marine ones, desirable.</p> <p>Experience in managing teams and/or coordinating specialist's groups highly desirable.</p> <p>Previous experience working alongside BirdLife International partners desirable but not essential.</p>
Management & organisational skills	<p>Very well organised and able to manage pressure, coordinating a wide range of concurrent activities, prioritising workload effectively to meet deadlines.</p> <p>Self-motivation to act independently, sometimes with minimal supervision, but also to work collaboratively in a team spread across several locations.</p> <p>Excellent concentration and attention to detail, with the ability to undertake repetitive tasks accurately and consistently.</p> <p>Ability to line manage a small team.</p>
Communications skills	<p>Ability to forge and maintain partnerships across a multidisciplinary group. Diplomacy, sensitivity and confidence to resolve potential conflicts and manage relationships to achieve successful project outcomes is essential and will be questioned during interview.</p> <p>Ability to explain technical issues in an understandable way and to persuade different audiences to take legitimate concerns into account.</p> <p>Ability to network well and cultivate good relationships with collaborators from a wide range of cultural backgrounds.</p> <p>Proven skills in critically assessing and synthesising information, and in producing accurate and concise written summaries.</p>
Creativity & initiative	<p>Ambition to explore and develop new approaches within the European & Central Asian Marine Programme, and to help shape its future development.</p> <p>Ability to pursue new and unfamiliar challenges, work independently and devise innovative solutions to novel challenges.</p> <p>Flexibility and adaptability to respond to changing circumstances.</p>
Computer Literacy	<p>High proficiency in Microsoft Office (especially Outlook, Word, Excel and PowerPoint).</p> <p>Familiarity (and ideally some practical experience) dealing with scientific databases.</p> <p>Familiarity with ArcGIS and/or statistics systems such as the R package software.</p>
Languages	<p>High level of fluency in English (and preferably other European languages).</p> <p>Ability to avoid jargon and use clear, simple language when required.</p>
Travel requirements	<p>Willingness and ability to travel in Europe, typically on short (1-3 day) project-related trips.</p>
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
<p>Genuine interest in and commitment to the environment, bird conservation, the NGO sector and civil society.</p>	

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

Prepared by:	Date:
Iván Ramírez (Head of Conservation for Europe and Central Asia)	September 2018