

## ***BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION***

<b>JOB TITLE:</b>	Project Manager - South East Asia Forest Policy
<b>DIVISION/DEPARTMENT:</b>	Policy/Science, Policy and Information Management

### **1. OVERALL PURPOSE**

The South East Asia Forest Policy Project Manager will work with BirdLife Partners to coordinate the delivery of a 2017-2021 five year €5 million initiative, funded by the European Commission (EC), aimed at building the capacity of civil society organisations in South East Asia to participate effectively in forest monitoring, management, planning and policy processes. The focal countries of the project are Malaysia, Indonesia, the Philippines and Papua New Guinea.

The Project Manager will play the lead role in ensuring the activities are delivered in line with the project scope, timeframe, funder rules and budget. In addition to overall project management duties, this role will also involve capacity building for the partners in this project to engage in forest governance. This will include training support on forest policy, management, conservation planning and land use planning.

### **2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Head of Policy, Cambridge
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
Joint supervision of Project Officer role based in Cambridge, with Head of Policy
<b>PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:</b> <i>(Include nature of work relationship)</i>
Working with staff in the Asia Secretariat at the planning and senior management level, on matters relating to forest conservation, as well as with colleagues in the Science, Policy and Information Department (in particular the Global Policy Division) and Forest Programme Coordination Team
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :</b> <i>(Include nature of work relationship)</i>
Working closely with BirdLife Partners involved in forest conservation in the Asia region, in particular the project partners in Malaysia, Indonesia, Philippines and Papua New Guinea. The post-holder will provide coordination, advice and information, support implementation of forest conservation initiatives and work with partners to ensure timely and adequate reporting on the project to the EC.

### **3. KEY WORKING RELATIONSHIPS**

*(Note: Rank each contact type on level 1-3 as indicated below)*

<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>
BirdLife Partner Staff	3	General Public	2	Institutional policy makers / Politicians/ Corporations	3
BirdLife Advisory Groups, Committees, Reg. Councils	2	Press & Media	2	Institutional Funders	3
BirdLife Global Council	1	Regulators/Legislators/ Auditors	2	Individual donors/ members	3

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Suppliers/Service Providers	3	Scientific Community	2	Royalty/VIPs/ High worth Individuals	2
<p><b>Level of Contact</b></p> <p>1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.</p> <p>2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.</p> <p>3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p>					

#### **4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

<p><b>Project management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate overall implementation of the €5 million EC-funded South East Asia forest policy initiative in the Philippines, Malaysia, Indonesia and Papua New Guinea, working independently from and in collaboration with the project partner's office in Malaysia</li> <li><input type="checkbox"/> Contribute to internal and external evaluation of the South East Asia forest policy initiative</li> <li><input type="checkbox"/> Put in place the right governance structure to keep the project on track and ensure adherence to the project scope, including coordination of project management and steering committee meetings and regular travel to visit partners to support their internal governance structures</li> <li><input type="checkbox"/> Ensure that stakeholders, including the EC, are kept fully involved and informed</li> <li><input type="checkbox"/> Work with the Project Officer and Finance team to manage and review the project's budget and expenditure in line with EC funder rules</li> <li><input type="checkbox"/> Identify, record, manage and communicate risks and issues, putting in place appropriate contingency actions, to reduce the likelihood of events that might prevent project outputs and objectives being delivered on time</li> <li><input type="checkbox"/> Take responsibility for overall progress and use of resources and initiate corrective action where required, to keep the project on track</li> <li><input type="checkbox"/> Ensure joined up delivery of project activities across the Birdlife Secretariat and project partners</li> </ul> <p><b>Capacity building</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assess and build the capacity of BirdLife Partners to engage effectively in forest policy and conservation activities, including in REDD+ and FLEGT, by providing mentoring support and facilitating peer-to-peer learning opportunities</li> <li><input type="checkbox"/> Coordinate the development of training programmes for BirdLife Partners in relation to forest management, conservation planning and land use planning</li> <li><input type="checkbox"/> Act as a coach and mentor to other project managers internally, and be seen as an exemplar by our partners</li> </ul> <p><b>Strengthened policy through stakeholder engagement</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Support effective BirdLife representation and participation in relevant forest policy processes and networking opportunities, and represent BirdLife when required</li> <li><input type="checkbox"/> Work closely with Forest Policy Coordinator based in Cambridge to support delivery of national advocacy plans and associated activities within the focal countries</li> </ul>
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### **5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Delegated authority from Division Director as needed to spend from project budgets in line with internal procedures.
<b>Contracts – Funders</b>	Delegated responsibility from Division Director as needed to submit proposals and negotiate contracts in line with internal procedures.
<b>Contracts – Staff/Consultants</b>	Delegated responsibility from Division Director as needed to hire short term/project staff/consultants and recruit interns/volunteers in line with internal procedures.
<b>Contracts – Service providers</b>	Delegated responsibility from Division Director as needed to negotiate contracts in line with internal procedures.
<b>Legal Responsibility</b>	

### **6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum general education</b>	A first degree in a relevant subject
<b>Job specific education/Qualification</b>	Postgraduate degree in environmental science, policy, forestry or a related discipline (or equivalent professional experience)
<b>Job specific knowledge</b>	Excellent knowledge of tropical forest policy, management, management planning and land use planning
<b>Experience</b>	Substantial work experience (preferably five years or more) in nature conservation, with a proven track record of overseeing multi-partner initiatives and grants and high level involvement in programme development and management. Experience in designing and delivering training programmes. Experience designing and successfully attracting funding to large scale projects strongly preferred.
<b>Management and organisational skills</b>	Highly developed project management skills, included the demonstrated ability to effectively manage large grants. Ability to work under pressure and meet deadlines. Ability to network, motivate and collaborate with others, with cultural sensitivity
<b>Communications skills</b>	Excellent oral and written communication skills, including an ability to communicate complex issues to multiple audiences and draft clear, concise documents
<b>Creativity and initiative</b>	Demonstrated ability to develop and deliver highly effective and innovative conservation programmes
<b>Computer literacy</b>	Sound skills in using MS Office, managing e-mail and using the web

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<b>Languages</b>	Complete fluency in English
<b>Travel requirements</b>	Willingness to travel regularly across and outside the South East Asia region
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
<ul style="list-style-type: none"><li>• Experience in the conservation and/or forestry sectors in Asia</li><li>• Experience in forest management, conservation planning and land use planning training</li><li>• Experience in delivery and management of European Commission grants</li><li>• Specialist expertise in relation to financing and funding mechanisms for forest conservation</li><li>• Knowledge of project country language(s), such as Bahasa Malaysia, Bahasa Indonesia, Tagalog, Tok Pisin or Hiri Motu</li></ul>	

<b>Prepared by:</b>	<b>Date:</b>
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