

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Business and Nature Partnerships Manager
DIVISION/DEPARTMENT:	Conservation Department

1. OVERALL PURPOSE OF JOB

The Partnerships Manager is required to undertake a wide range of duties associated with the development and implementation of BirdLife International’s strategic partnership with CEMEX. Such duties include supporting CEMEX achieve the 2020 BAP KPI ahead of schedule, supporting staff capacity building and assisting with the development of a range of tools. The Partnership Manager will facilitate and support collaborative partnerships between BirdLife Partners and CEMEX operations in-country, encompassing biodiversity awareness-raising and conservation delivery.

As a core staff member within BirdLife's Business and Nature team, the position will also contribute towards the development of BirdLife’s business and nature agenda including as possible and where appropriate the brokering and developing of new global business and biodiversity relationships and partnerships with organisations of value to fulfil BirdLife’s Mission and conservation programme priorities.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Director, Conservation
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
Senior Advisor, Business and Nature, Conservation Programmes staff, other members of the BirdLife Secretariat both at the Global and Regional Divisional offices.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
BirdLife Partner Organisations and their staff in developing partnership opportunities and activities with corporate entities, industry bodies and associated organisations.

3. KEY WORKING RELATIONSHIPS

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES OUTSIDE BIRDLIFE NETWORK
 To work with the management of CEMEX in the delivery of the CEMEX-BirdLife Partnership and with key staff in relevant business associations and related processes. Engagement with management in other companies and sectors as needed and appropriate.

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	3

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BirdLife Advisory Groups, Committees, Reg. Councils	3	Press & Media	2	Institutional Funders	2
BirdLife Global Council	1	Regulators/Legislators/ Auditors	1	Individual donors/ members	1
Suppliers/Service Providers	2	Scientific Community	2	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

By main work area:
<p>GENERAL DUTIES</p> <ul style="list-style-type: none"> • Support the management and running of BirdLife’s partnership with CEMEX in close coordination with CEMEX Corporate Sustainability; establish and ensure successful delivery of outputs and outcomes from conservation project contracts; manage the global budget and report on progress to the global partnering committee. • Assist in the development of capacity and new technical guidance around biodiversity conservation and business risk management for CEMEX operations. • Seek opportunities to raise the profile of BirdLife and its business and nature work through appropriate networks, publications and events. • Work with sector associations (such as WBCSD CSI & Cembureau) to mainstream and normalise “Good practice” developed under the partnership across the sector. • Engage with priority sectors and seek to develop new business engagement opportunities in line with the new BirdLife Business Engagement Strategy. <p>SPECIFIC DUTIES – CEMEX Partnership</p> <ul style="list-style-type: none"> • Work closely with CEMEX Corporate Sustainability to closely support the 2020 Biodiversity Action Plan KPI. • Raise biodiversity awareness and build capacity with CEMEX staff through the implementation of the CEMEX staff capacity building methodology. • See to completion the finalisation, adoption and roll-out of a refined standard for developing CEMEX site biodiversity action plans (version 2). • Scope significant on-site habitat restoration or creation opportunities by developing and applying criteria to all CEMEX sites globally, in partnership with Corporate Sustainability. • Support the full integration of biodiversity into corporate environmental management systems. • Assist with the development and preparation of communications materials to profile the global work with CEMEX.

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- Support the preparation of collaborative conservation project plans, contracts and provide support with their on-going implementation and management between BirdLife Partners and CEMEX national operations.
- Work with the CEMEX team in the preparation of training and development materials to empower staff with the skills, knowledge and tools needed to effectively manage biodiversity at the site level.
- Lead on the development, testing and application of the BirdLife biodiversity net impact framework methodology.
- Develop short technical documents on wildlife management at operational sites - e.g. management of invasive alien species, habitat creation, safeguard of sensitive species, limestone-restricted species – and encourage their dissemination to relevant audiences within the business.

SPECIFIC DUTIES – wider business and nature engagement

- Work closely with the Singapore-based Corporate Engagement Manager in support of the implementation of the new Business Engagement Strategy
- Identify and leverage opportunities to promote BirdLife and its work with businesses through industry, governmental and NGO networks and events.
- Initiate new opportunities for engagement with corporates and contribute to the negotiation of any new agreements between BirdLife and potential business partners
- Promote the adoption and practical use of IBAT with our business partners and through proactive engagement with priority sectors identified in the Business Engagement Strategy

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Authority to sign-off on key materials purchases pertinent to project implementation. Make travel purchases necessary in the undertaking of work programme
Contracts – Funders	As required, and with the approval of the Director for Conservation
Contracts – Staff/Consultants	As required, and with the approval of the Director for Conservation
Contracts – Service providers	Authority to sign-off on publication contracts necessary for work programme activities
Legal Responsibility	
Other	As required by the role and the advancement of the global Business and Nature work.

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Educated to at least graduate level.
Job Specific Education/Qualification	Biological Sciences degree and/or nature conservation qualification or equivalent experience.

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Job Specific Knowledge	A passion for the ethos of strategic NGO-corporate partnerships and an enthusiasm to bring about practical conservation outcomes.
Experience	<ul style="list-style-type: none"> ○ A proven track record of developing and managing conservation projects; experience in collaborative NGOs and business projects is a strong advantage. ○ Experience of overseas work, including field projects. ○ Experience of proposal development and project management, including budgetary management. ○ Work with or within the extractive industry would be a major advantage.
Management & organisational skills	Long-term multi-project management skills. The ability to remotely manage project staff and organise the work of other staff involved in project implementation. A diplomatic approach with the ability and commitment to enthuse and convince doubters on both sides about the opportunities for biodiversity conservation in the corporate sector. The capacity to manage and resolve conflicts or disputes. The ability to build and maintain successful collaborative relationships and projects.
Communications skills	Excellent communication skills both verbally and in writing.
Creativity & Initiative	An individual with the dedication and vision to continue meeting the ongoing challenges of developing and maintaining a successful partnership programme and leverage successes to achieve new partnerships. The ambition to drive change.
Computer Literacy	General contemporary: Microsoft Word, Excel, PowerPoint, Outlook, etc.
Languages	Ability to work comfortably in English and Spanish.
Travel requirements	Willing and able to travel near and far, frequently (up to 10 weeks in any one year may be required).
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
<ul style="list-style-type: none"> ○ Experience working in or for the cement and aggregates ○ An interest in birds, wildlife and nature conservation ○ An understanding of the business case and drivers for conservation of biodiversity ○ Relevant postgraduate qualifications such as an MSc in Conservation or other relevant course, or advanced studies in environmental management of quarries 	

Prepared by:	Date:
Charlie Butt & Richard Grimmett	May 2018