

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Director, Partnership and Regions</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Partnership, Capacity &amp; Communities Department (PCCD)</b>
<b>LOCATION:</b>	<b>Cambridge</b>

**1. OVERALL PURPOSE OF JOB**

<ul style="list-style-type: none"> <li>• To support the global governance of BirdLife International through ensuring fair and consistent application of the BirdLife Operational Procedures and Articles of Association throughout the BirdLife Partnership (including ensuring these instruments are up to date and “fit for purpose”)</li> <li>• Lead the process of developing global network development strategies and plans for BirdLife International and support the strategic growth and strengthening of the BirdLife network globally</li> <li>• Supervise and provide strategic guidance for BirdLife’s work on Capacity Development and Local Engagement and Empowerment</li> <li>• Ensure coherence of the Partnership by facilitating communication within the BirdLife International Partnership</li> <li>• Support global fundraising by actively fundraising for relevant global initiatives and helping to maintain relations with key donors</li> <li>• Support inter-regional co-ordination</li> </ul>
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**2. WORK RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Chief Executive Officer
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
Coordinators and Heads, Capacity Development and LEEP; Programme Manager, Biodiversity & Livelihoods; Head of Partner Relations; Executive Assistant, Secretariat & PCCD.
<b>PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:</b> (Include nature of work relationship)
CEO, Global Directors, Regional Directors, Heads of Divisions in Cambridge. Staff within the Partnership, Capacity and Communities Department, Science and Information Management divisions, Conservation division/department and Development division; regional staff concerned with capacity development, LEEP, livelihoods and development.
<b>PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :</b> (Include nature of work relationship)
CEOs and staff of BirdLife Partners, and Affiliates, Council Members. Heads of International Programmes in key supporting partners.
<b>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:</b> (Include nature of work relationship)
Key donor relationship management Representation and advocacy with external partners and stakeholders

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**3. KEY WORKING RELATIONSHIPS GRID**

<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 network / other NGOs	3	General public	2	Policy makers (institutional /politicians/ corporations)	3
BirdLife advisory groups, committees, reg. councils	3	Press & media	2	Funding organisations (institutions, foundations, corporations )	3
BirdLife Global Council	3	Regulators/ legislators/ auditors	1	Individual donors/ members	3
Suppliers/service providers	1	Scientific community	3	VIPs/ royalty/ high worth individuals	2
<p><b>Level of Contact</b>                      1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.                      2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.                      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**

By main work area:
<p><b>Governance and Network Development</b></p> <ol style="list-style-type: none"> <li>1. In collaboration with Regional Directorates, co-ordinate establishment and maintenance of BirdLife Partnership agreements with BirdLife Partners.</li> <li>2. Ensure global consistency and fairness is maintained in application of the BirdLife Operational Procedures (and eligibility criteria) and support the BirdLife Partners in maintaining compliance in collaboration with Regional Directorates.</li> <li>3. Ensure BirdLife holds, maintains and regularly updates information on the status of the BirdLife Partnership (including partner contributions).</li> <li>4. Regularly review the BirdLife Operational Procedures and Articles of Association throughout the BirdLife Partnership (including ensuring these instruments are up to date and "fit for purpose").</li> <li>5. Initiate and supervise a global review of the BirdLife Partnership every four years to ensure compliance with the BirdLife criteria and maintain the quality of the Partnership.</li> <li>6. Service the Global Council as requested by the CEO, especially with regard to Network Development Plans, admission and removal of partners and input from Regional Committees.</li> <li>7. Lead organisation of Global Partnership Meetings every four years, and other global gatherings of the constituency and Partnership, as deemed appropriate by Council.</li> <li>8. Ensure global consistency in the development and implementation of Memoranda of Agreements with organisations in countries where there is no BirdLife Partner.</li> <li>9. Facilitate inter-regional coherence of the operations of regional secretariats and Regional Committees by providing templates and guidance especially with regards to assessments, strengthening plans and network development plans.</li> </ol>

**Organisational Management & Strategic Planning**

1. Lead the development and implementation of PCCD's work plan, budget and reporting as part of the overall Secretariat planning mechanism; and supervise effective implementation.
2. Provide leadership and direction for PCCD staff, setting an effective agenda and ensuring performance goals are set and met.
3. Line manage and serve as a mentor to senior staff in the division/department (including supervising execution of all PCCD Divisional appraisals).
4. Serve on the Global BirdLife Management team.
5. Serve on the Boards of Regional Secretariat offices that are independent legal entities as required or requested by the CEO e.g. SBE – Brussels, Nairobi, Singapore etc.
6. Support the CEO in line management of Regional Directors.

**Global Programmes**

1. Lead strategic thinking, planning and implementation of initiatives and mechanisms to enable BirdLife to attain its strategic priority to restore or strengthen the connections between people and nature, building and consolidating a movement of local and national civil-society conservation organisations that can provide broad-based support for nature conservation (Pillar 4).
2. Lead strategic development and supervise coordination of BirdLife's Local Engagement and Empowerment Programme (LEEP).
3. Lead strategic development and supervise coordination of BirdLife's Capacity Development Programme.
4. Work with the Partnership and BirdLife Council to develop BirdLife policies and positions on key issues linking Conservation and People (e.g. gender; rights; livelihoods/human needs) and support their implementation.

**Policy and Advocacy**

1. Help to represent the BirdLife Partnership and Programme at the highest level to external institutions and organisations.
2. Help to promote BirdLife strategy and priorities to key decision makers and centres of influence in the interim period.

**Fundraising and Communications**

1. Actively fundraise to secure financial resources for BirdLife, especially to underpin BirdLife's network development and governance and to implement the Capacity Development and Local Empowerment and Engagement Programmes, liaising with regional Secretariats and national Partners as appropriate, and concentrating on cross regional and global opportunities.
2. Supervise capitalisation and implementation of the Capacity Development Fund including regularly convening the CDF Executive Committee.
3. Ensure good relations are built and maintained with PCCD donors - especially MAVA, Arcadia and others (e.g. Darwin Initiative) - through timely and effective delivery, reporting and communications.
4. Develop and implement Communications and Fundraising plans in support of programme development and conservation delivery within PCCD.

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**Partner Relations**

1. Ensure coherence of the Partnership by supervising processes to develop mechanisms and initiatives to facilitate and promote collaboration, communications and sharing of experience and resources amongst BirdLife organisations across regions; and between the Secretariat and the Partners.

**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Control over overall PCCD budget Can authorise expenditure against overall PCCD budget, as agreed with Finance and Administration Department. Negotiating contracts, grants and projects with external donors.
<b>Contracts – Funders</b>	Delegated authority to conclude contracts (£100k on individual contracts), in line with internal policy and procedures.
<b>Contracts – Staff/Consultants</b>	Delegated authority to conclude contracts as above.
<b>Contracts – Service providers</b>	Delegated authority to conclude contracts as above.
<b>Legal Responsibility</b>	
<b>Other</b>	

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

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	An academic degree, preferably post-graduate, ideally in subject relevant to environment and sustainable development, or equivalent experience.
<b>Job Specific Education/Qualification</b>	As above
<b>Job Specific Knowledge</b>	Comprehensive understanding and knowledge of international conservation and development issues. Familiar with international environmental institutions. Ability to work with major donors, governmental and inter-governmental institutions and other key stakeholders. Good understanding of governance, operations and structure of international networks comprising independent entities (preferably in the environment and/or development sectors)
<b>Experience</b>	Established track record of strategic leadership within NGO development and capacity development.
<b>Management &amp; organisational skills</b>	Excellent leadership, project and people management skills. Experience in managing multidisciplinary teams within a matrix management structure. Proven ability to motivate and lead people through change, and in resolving conflicting priorities. Ability to work with a high level of initiative and work well under pressure.
<b>Communications skills</b>	Excellent oral and written communication skills. Strong interpersonal skills. Ability to work diplomatically and effectively with people from different cultures and diverse backgrounds. The ability to influence and build strong relationships through informed vision, political skill and networking.

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<b>Analytical Skills Creativity &amp; Initiative</b>	Effective at analysing complex environments and resolving problems with practical solutions.
<b>Computer Literacy</b>	Good computer literacy in all standard applications. Good general understanding of the IT environment.
<b>Languages</b>	Fluency in English; a good knowledge of, and ability to work in other languages would be an asset.
<b>Travel requirements</b>	Willingness to undertake international travel.
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
Empathy for and understanding of Civil Society Organisations in general.	
<b>Prepared by:</b>	<b>Date:</b>
Hazell Thompson	November 2017