

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Flyways Programme Conservation Officer
DIVISION/DEPARTMENT:	Conservation

1. OVERALL PURPOSE OF JOB

To support, manage or coordinate the implementation, development and communication of global conservation projects and programmes.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Global Flyways Programme Coordinator, Conservation Department
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
<ul style="list-style-type: none"> • Global Flyways Programme Coordinator • Regional Flyway officers • Director, Conservation Department - all conservation programmes • Programme Coordination Teams • Financial Controller and Finance Business Partners, Operations Department • Legal & Risk Manager - agreeing content of contracts and subcontracts, both receiving and granting funds. • Other departments and regional divisions as agreed case by case
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
Partners implementing projects with BirdLife reporting obligations, agreed case by case

3. KEY WORKING RELATIONSHIPS

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

Project coordination and management

Management of medium to large-sized projects to ensure their successful implementation, specifically “Safe Flyways”: stop illegal bird killing in the Mediterranean, and other selected Conservation Department projects

Coordination of project implementation, working with Global and Regional Secretariat staff, Partner organisations, external NGOs and management of project-level relationship with associated key donors

Management of project budgets, by monitoring and advising on expenditure and any budgeting modifications

Programme and project administration

Preparation of project reports and updates for donors in accordance with agreed deadlines.

Coordination and support to project audits where required.

Preparation, processing and management of contracts (in liaison with Finance and Administration Department) - to award funds to BirdLife Partners; also service (consultancy) agreements

Maintenance of financial accounts for each project or cost centre

Completion and recording of all key project documents where relevant for each donor e.g. timesheets, audit reports, supporting documents

Programme and project development

Support to programme coordination and development (Flyways Programme)

Provision of input to the Development team on proposals and donor communication

Leadership on proposal development for illegal killing of birds and selected other Conservation Department projects

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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Approval and signature authority for contracts and payments up to GBP 5000 Recommend approval of project financial reports; final approval by Line Manager/ Director for contracts and payments above GBP 5000
Contracts – Funders	Drafting of funding subcontracts (passing funds from BirdLife to others) based on templates (not approval/signature)
Contracts – Staff/Consultants	Drafting of service agreements (consultants) based on templates (not approval/signature)
Contracts – Service providers	Drafting of service agreements based on templates (not approval/signature)
Legal Responsibility	None
Other	Handling confidential information

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Essential: Degree level, any subject Desirable: Degree or Masters in a nature conservation-relevant subject (e.g. geography, biology)
Job Specific Education/Qualification	None necessary
Job Specific Knowledge	Essential: demonstrable knowledge of and interest in international wildlife conservation (not necessarily birds), and sympathy with NGO movement. Highly desirable: Knowledge and understanding of issues relating to migratory bird conservation/illegal bird killing – particularly in the Mediterranean region.
Experience	Essential: conservation experience since graduating including a proven track record of project administration/management experience. Highly desirable: experienced in leading knowledge transfer and capacity development
Management & organisational skills	Essential: highly organised, able to sort and retrieve information at short notice, attention to detail, able to track and work to multiple deadlines.
Communications skills	Essential: able to work with people with diverse nationalities and cultural backgrounds, often with English as 2nd or 3rd language. Strong writing skills: clear, precise, succinct and well presented.
Creativity & Initiative	Essential: ability to work independently but able to judge when consultation with managers is necessary.
Computer Literacy	Essential: proficient user of Microsoft Word, Excel, Outlook and PowerPoint.
Languages	Desirable: ability to speak and read French, Spanish and/or Arabic
Travel requirements	Travel potentially long-haul and at short notice, but short-term (c. 1 week or less)

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OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES

Prepared by:	Date:
Barend van Gemerden	May 2018