

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Forest Policy Coordinator
DIVISION:	Global Policy Division Science, Policy and Information Department

1. OVERALL PURPOSE

The Forest Policy Coordinator will provide expert advice and assistance to BirdLife Partners in relation to forest management, planning and policy processes, including FLEGT and REDD+, with a particular focus on forest conservation in South East Asia and the Pacific (Indonesia, Philippines, Malaysia, Papua New Guinea).

In particular, the Forest Policy Coordinator will play a key role in the planning, implementation and evaluation of a five year initiative, funded by the European Commission, aimed at building the capacity of civil society organisations in South East Asia to participate effectively in forest monitoring, management, planning and policy processes.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Policy
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None at present. Potential to line manage volunteers, interns and/or policy staff in the future.
PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
Staff throughout the Secretariat at the planning and senior management level, on matters relating to forest conservation and policy advocacy. Working particularly closely with staff and partners in the South East Asia region, as well as colleagues in the Global Policy Division and Forest Programme Coordination Team.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
BirdLife Partners involved in forest conservation and policy advocacy across the BirdLife network, with a particular emphasis on partners in South East Asia. Post-holder will provide advice and information, facilitate Partner advocacy efforts, and coordinate the preparation and implementation of collective BirdLife policy positions and plans.

3. KEY WORKING RELATIONSHIPS

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

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

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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". 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.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

Planning, coordination and evaluation

- Work with BirdLife Partners to develop forest policy advocacy strategies and work plans.
- Support effective coordination and implementation of the South East Asia forest policy initiative.
- Contribute to internal and external evaluation of the South East Asia forest policy initiative.

Capacity building

- Develop, deliver and evaluate training programmes in relation to forest management, planning and policy processes, including FLEGT and REDD+.
- Build the capacity of BirdLife Partners to engage effectively in forest policy processes by providing mentoring support and facilitating peer-to-peer learning opportunities.
- Work with BirdLife Partners to develop funding proposals for forest policy advocacy.

Strengthened policy through stakeholder engagement

- Influence decision-making in key organisations through advocacy of BirdLife positions, building and maintaining collaborative initiatives with other organisations where appropriate
- Co-ordinate effective BirdLife representation and participation in relevant forest policy processes, and represent BirdLife

Fundraising

- Recognise and pursue funding opportunities for BirdLife's forest policy and advocacy work.

Management

- As needed, line-manage staff appointed to work on Policy and Advocacy, taking responsibility for developing annual work plans and budgets, reviewing progress and carrying out appraisals
- Co-ordinate and manage specific policy and advocacy projects as required.

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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Delegated authority from Head of Division as needed to spend from project budgets
Contracts – Funders	Delegated responsibility from Head of Division as needed to submit proposals and negotiate contracts
Contracts – Staff/Consultants	May have delegated responsibility to hire short term/project staff/consultants and recruit interns/volunteers
Contracts – Service providers	May have delegated responsibility to negotiate contracts
Legal Responsibility	

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	A first degree in a relevant subject
Job Specific Education/Qualification	Postgraduate degree in environmental policy, law, economics, politics, forestry or a related discipline (or equivalent professional experience).
Job Specific Knowledge	Excellent knowledge of forest governance issues, including FLEGT and REDD+. Practical understanding of policy and advocacy processes and how BirdLife can effectively influence these. Good understanding of the BirdLife Partnership and how it works.
Experience	Substantial work experience (preferably five years or more) in forest governance, with a proven track record of high level involvement in programme management, policy formulation and advocacy. Experience in policy analysis and advocacy in a conservation/development setting.
Management & organisational skills	Ability to work under pressure and meet deadlines. Ability to network, motivate and collaborate with others, with cultural sensitivity.
Communications skills	Excellent communication skills, both oral and written. This includes an ability to understand complex programmatic issues and explain and advocate them to a wide range of audiences, and to draft concise, well-written texts and correspondence.
Creativity & Initiative	Ability to develop and implement creative ideas on presenting BirdLife’s positions, advocacy plans and targets for priority sectors, cross cutting issues and institutions.
Computer Literacy	Sound skills in using MS Office, managing e-mail and using the web
Languages	Complete fluency in English
Travel requirements	Willingness to travel regularly outside the UK

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OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES
Specialist academic or professional qualifications relevant to forestry, forest management or forest policy.
Specialist expertise and experience in relation to REDD+, forest carbon finance and other forest conservation financing mechanisms (with public or private sectors)
Understanding of forest loss drivers, commodities and supply chains.
Demonstrated ability to secure and effectively manage grants.
Fluency in one or more other United Nations languages desirable

Prepared by:	Date:
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