

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Forests Programme Officer
DIVISION:	Conservation Division Forests Programme

1. OVERALL PURPOSE

The Forests Programme Officer will support BirdLife Partners and Secretariat, as well as the wider Trillion Trees partnership, to more fully engage in the global movement to end deforestation by linking diverse forest conservation initiatives to the global commitments, funding sources and private sector interests that can support this work. The Forests Programme Officer will be responsible for mobilizing large-scale finance for forests, with a particular focus on BirdLife priority forests and Trillion Trees-linked projects. This finance will be mobilized by scoping, identifying, developing, pitching and closing proposals. However, this role entails responsibilities wider than traditional fundraising, in that the Forests Programme Officer will act as a technical support and advisor to assist in articulating the sustainability vision for landscapes and other forest initiatives, creating clear, compelling and feasible concepts, and matching these with the opportunities that exist.

The specific opportunities pursued and projects developed will be determined in close collaboration with the Head of Forests Programme. The Forests Programme Officer will also work in close collaboration with the others in the BirdLife Secretariat (both in Cambridge and in regional offices), BirdLife Partners, Trillion Trees partner organizations, and other technical partners and external consultants.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Forests Programme
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None at present.
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, forest financing and project development. Working particularly closely with regional staff linked to BirdLife's flagship forest projects, as well as colleagues in the Forest Programme Coordination Team. In addition, he/she will work closely with Finance, Fundraising and Legal at various points to ensure that funding proposals and grants are coordinated, planned and budgeted in accordance with internal policies and best practices.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
BirdLife Partners involved in forest conservation, with a particular emphasis on Partners working on forest issues (both national Partners on site and supporting Partners such as RSPB). Post-holder will provide advice and information, collaborate to develop large-scale project ideas, and facilitate the preparation of proposals with Partners. The post-holder will also work regularly and very closely with staff from WCS and WWF under the Trillion Trees partnership, as well as potentially with other technical and financial partner organizations.

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

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:

Deliverables for the post will be listed in annual work plans developed between the post holder and his/her line manager. Core deliverables will be concepts and proposals developed and submitted, and finances delivered to forest landscapes and initiatives. Additional deliverables may include communications materials, strategic planning, network building and thought leadership on key issues. Responsibilities of the post fall under three main headings, listed below.

Understand

- Maintain an understanding of BirdLife's forest work (e.g. at sites, policy, science, etc.), and how various parts of the organization contribute to the goals of this work. Understand BirdLife's experience with large-scale forest-focused funding and corporate engagement.
- Strengthen the organization's knowledge of the parameters of major forest finance mechanisms, in particular the preferred investment types, processes, track records and the key individuals involved. Track and input to key forest finance fora, and maintain working knowledge of private sector forest finance issues.
- Cultivate collaborative links to key staff and Partners, and understand the strengths and capacities of various parts of the organization as they relate to developing and managing large-scale forest projects and financing.
- Coordinate with fundraising team and others to ensure coherent engagement with donors.

Plan

- Assist Partners and Secretariat staff to think through the long term vision of forest work, the financial implications of their goals, potential forest funding opportunities and how these align with needs and ambitions.
- Provide thought-leadership around public-private finance for forest and forest landscapes and around the financial mechanisms that can lead to long-term sustainability for forest landscapes.
- Identify and prioritize opportunities for matching funding sources to BirdLife's forest conservation ambitions. Identify future opportunities that could be developed to an investable level, given seed-funding, piloting, expanded partnerships etc.
- Work with counterparts at WWF and WCS to conduct similar "match making," with a focus on identifying opportunities for joint project development or particularly strong potential projects.

Lead

- Develop a portfolio of high priority concepts to a level where they can be pitched to specific funders or financing partners. This includes the creation of materials to support and communicate these projects and concepts.

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- Lead the process of full proposal development for a small number of high-priority opportunities each year, including establishing working groups or teams, coordination with relevant technical and administrative staff, and coordination with Trillion Trees or other technical partners as needed.
- Manage relationships and assist with reporting for key donors and funding streams. Ensure quality control of proposals, and compliance with both donor guidelines and BirdLife internal processes.
- Structure and finalize project deals, including setting up implementation arrangements that free the Forests Programme Officer from further close involvement.

In addition, the post holder will play a role in the growth and development of the BirdLife Forest Programme and Trillion Trees through participation in the Forest Programme Coordination Team and Trillion Trees working groups.

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	May have delegated responsibility to negotiate funding contracts

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	Undergraduate degree in relevant subject, postgraduate desirable.
Job Specific Knowledge	In depth knowledge of forest conservation issues, trends and financing.
Experience	<p>Essential</p> <p>Highly significant track record of relevant professional experience, preferably in conservation, forestry, sustainable agriculture, rural development or a similar field. Significant experience developing project concepts and/or building up programmes through strategic planning and fundraising.</p> <p>Experience leading on proposals for and securing funding from large public funding sources (e.g. EC, IKI, USAID, DFID, GEF, GCF), corporate partners and/or major US-based foundations.</p> <p>Proven ability to lead on complex projects involving multiple stakeholders across various sectors, geographies and cultural backgrounds.</p> <p>Experience working in developing countries</p> <p>Desirable</p> <p>In depth knowledge of at least one tropical region a strong advantage.</p> <p>Experience managing applied conservation projects on the ground.</p> <p>Experience in carbon markets, REDD+, PES, conservation trust funds and/or other areas of conservation finance.</p> <p>Experience of engaging with the private sector, including both corporates and smallholder-based supply chains.</p> <p>Experience developing print and/or online communications materials, including content and/or design.</p>

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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 spoken and written English with demonstrated ability to communicate complex processes and ideas to specialist and non-specialist audiences. Ability to represent BirdLife to external audiences in a polished, professional manner.
Creativity & Initiative	Collaborative, flexible, and respectful of others' knowledge and experience. Self-motivated, organized and efficient, with the ability to learn by doing.
Computer Literacy	Sound skills in using MS Office, managing e-mail and using the web. Ability to adopt and use new communications and collaboration technologies.
Languages	Complete fluency in English. Fluency in Spanish, Portuguese or French a plus.
Travel requirements	Willingness to travel outside of the UK (up to 20% of time).
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Specialist academic or professional qualifications relevant to protected areas, forest management or forest financing.	

Prepared by:	Date:
Bryna Griffin	June 2017