## JOB TITLE
Global Climate Change Policy Coordinator

## DIVISION/DEPARTMENT:
Policy / Science, Policy and Information Management

### 1. OVERALL PURPOSE OF JOB

Working closely with BirdLife Global and Regional Secretariat staff and the BirdLife Partnership, the Global Climate Change Policy Coordinator will:

As a key member of BirdLife's Global Policy Division, lead BirdLife's international climate change and energy policy work, with a focus on nature-sensitive renewable energy development and nature-based solutions for climate change mitigation, adaptation and disaster risk reduction, linking to our work on forest policy and including policy analysis and engagement with international processes, particularly the UNFCCC.

Serve as Coordinator of the Convention on the Conservation of Migratory Species of Wild Animals (CMS) Energy Task Force, a multi-stakeholder platform working to mainstream the conservation of migratory species and wider biodiversity across the energy sector including through the implementation of important resolutions and the use of relevant guidelines adopted by Parties to the CMS.

### 2. STAFF RELATIONSHIPS

#### REPORTING TO (LINE MANAGER):

Head of Policy

#### REPORTING TO JOB HOLDER (LINE MANAGED STAFF):

Global Policy Officer
Interns and university placement students as appropriate.

#### PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT

Work closely with staff throughout the Secretariat, including Programme Coordinators and Heads of function. Work particularly closely with:

- Global Secretariat Policy team members
- Climate Change Programme Coordinator and other team members (including regional climate change focal points)
- Other Global Secretariat staff: Science (especially on ecosystem services, indicators and climate change impacts), Forest Programme staff, Communication and Fundraising staff
- Regional Secretariat Office Policy and Conservation Staff

#### PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK

Climate Change Officers/policy staff across the Partnership; Partner project staff.
3. KEY WORKING RELATIONSHIPS

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<thead>
<tr>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
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</thead>
<tbody>
<tr>
<td>BirdLife Network Organisation Staff</td>
<td>3</td>
<td>General Public</td>
<td>2</td>
<td>Institutional policy makers/Politicians/Corporations</td>
<td>3</td>
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<tr>
<td>BirdLife Advisory Groups, Committees, Reg. Councils</td>
<td>2</td>
<td>Press &amp; Media</td>
<td>2</td>
<td>Institutional Funders</td>
<td>2</td>
</tr>
<tr>
<td>BirdLife Global Council</td>
<td>1</td>
<td>Regulators/Legislators/Auditors</td>
<td>1</td>
<td>Individual donors/members</td>
<td>1</td>
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<tr>
<td>Suppliers/Service Providers</td>
<td>1</td>
<td>Scientific Community</td>
<td>2</td>
<td>Royalty/VIPS/High worth Individuals</td>
<td>2</td>
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**Level of Contact**

1. = General Informing. “Appearance, first impressions”. May have some independent outside exposure and contact, primarily informative.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

**By main work area:**

**Main responsibilities**

1. To lead BirdLife's international work on climate change and energy policy (including renewable energy, adaptation and mitigation), undertaking regular policy analysis and synthesis, and formulating BirdLife policy positions on these in liaison with others in the Secretariat Policy team and relevant Partners’ staff. Write briefings for the BirdLife Partnership, and advocate these positions at key international meetings and fora, especially those of the UN multilateral conventions, government, financing institutions and the private sector.

2. To coordinate the work of the Convention on the Conservation of Migratory Species of Wild Animals (CMS) Energy Task Force - a multi-stakeholder platform that works towards reconciling renewable energy developments with conservation of migratory species. The Energy Task Force works collaboratively with governments, multilateral environmental agreements (MEAs), investors, academic and NGOs to apply guidance and tools through international and national level partnerships, provide recommendations and address knowledge gaps.

3. To contribute to safeguarding biodiversity through developing, disseminating and advocating best practice policy guidance on renewable energy developments to key stakeholders including the private sector and financing institutions, and the multi-lateral development banks.

4. To represent BirdLife in key consortia and collaborations furthering shared climate policy and advocacy agendas and driving ambition to deliver for nature and climate e.g. Climate Action Network.
5. To coordinate, support and provide climate change policy expertise and input to specific regional and national climate change projects as required, working to ensure the roles and needs of ecosystems are integrated in national policies and plans for climate change.

6. To keep abreast of international climate change policy developments and keep the BirdLife Partnership informed and engaged as appropriate.

7. To develop opportunities for funding and conceptualise and write funding proposals to advance BirdLife’s work on climate policy.

8. To develop guidance materials and toolkits for Partners, and co-ordinate targeted training and workshops as appropriate, on influencing national climate change policy and strategy.

9. To help develop key external working relationships to advance the BirdLife’s climate change policy agenda.

10. To represent BirdLife at international climate-change related meetings as required, and co-ordinate policy and advocacy input from the BirdLife Partnership, in particular in relation to those under the UNFCCC as BirdLife focal point.

11. To track progress and provide analysis on climate change safeguards within key adaptation funding streams (e.g. Adaptation Fund, Africa Green Fund, Green Climate Fund, World Bank etc.).

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

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<thead>
<tr>
<th>RESPONSIBILITY AREA</th>
<th>LEVEL OF AUTHORITY</th>
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<tbody>
<tr>
<td>Financial/Budgetary</td>
<td>CMS Energy Task Force coordination budget. Other project accounts.</td>
</tr>
<tr>
<td>Contracts – Funders</td>
<td>Maintain and grow existing donors, and initiate new fundraising opportunities.</td>
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<tr>
<td>Contracts – Staff/Consultants</td>
<td>As appropriate</td>
</tr>
<tr>
<td>Contracts – Service providers</td>
<td>Negotiation of relevant professional services as appropriate and as needed to assist work programme.</td>
</tr>
<tr>
<td>Legal Responsibility</td>
<td>None</td>
</tr>
<tr>
<td>Other</td>
<td>Presentation and negotiation on behalf of BirdLife as mandated by BirdLife policy positions at climate change negotiations.</td>
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6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

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<tr>
<th>REQUIREMENTS</th>
<th>KNOWLEDGE/SKILLS/ATTRIBUTES</th>
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<tbody>
<tr>
<td>Minimum General Education</td>
<td>A degree in an environmental subject.</td>
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<td>Job Specific Education/Qualification</td>
<td>Applied Masters or PhD (or demonstrable equivalent acquired technical skills and knowledge) in the field of climate change.</td>
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<tr>
<td>Job Specific Knowledge</td>
<td>Good knowledge of international and/or national climate change and</td>
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biodiversity policy, especially renewable energy, climate change adaptation and mitigation including ecosystem-based approaches to climate change. Skills in critically assessing and synthesising information and writing accurately, clearly and concisely.

**Experience**
Proven track record of working in climate change policy, ideally with specialisation in renewable energy policy and/or climate change ecosystem-based adaptation policy analysis and programme support and/or environmental safeguards.

**Management & organisational skills**
Proven project management experience. Excellent coordination skills. Ability to work effectively with a decentralised professional team and co-ordinate achievement of common goals. Good organisational skills and careful attention to detail. Able to manage own workload.

**Communications skills**
Ability to network, motivate and collaborate with others, with cultural sensitivity. Good communication skills, both verbal and on paper. Proficiency with networking and advocacy skills, public speaking and workshop facilitation/presentation.

**Creativity & Initiative**
Ability to develop clear positions and advocacy plans. To take own initiative and to think strategically. Ability to analyse complex problems.

**Computer Literacy**
Sound skills in MS Office, managing email communication, familiarity with managing intranet communications.

**Languages**
Fluent in written and spoken English. A second UN language would be an asset.

**Travel requirements**
Willingness to travel regularly outside the UK.

**OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES**

<table>
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<tr>
<th>Prepared by:</th>
<th>Date:</th>
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<tr>
<td>Melanie Heath and Noelle Kumpel</td>
<td>2 April 2021</td>
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