

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Global Policy Officer
DIVISION/DEPARTMENT:	Policy Division

1. OVERALL PURPOSE OF JOB

The postholder will work with the Global Policy team to deliver on a range of significant biodiversity policy and advocacy initiatives. The job will have a focus on contributing to safeguarding biodiversity at sites (Important Bird and Biodiversity Areas and Key Biodiversity Areas) and the wider landscape through developing, disseminating and advocating best practice policy guidance on a range of development issues, including renewable energy developments, to key stakeholders, including the BirdLife Partnership. This will include supporting broader efforts across BirdLife to ensure biodiversity safeguards are embedded in policies of financing institutions, especially the multi-lateral development banks.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
<ul style="list-style-type: none">• Head of Policy or Global Climate Change Programme Coordinator
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
Volunteer
PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none">• With other staff of the Science, Policy and Information Department• With Conservation Division Staff• With staff in BirdLife regional offices who have a policy and advocacy role• With other staff in all divisions of the Global and Regional Secretariats, especially those involved with science, information management, business, communication and Partner development issues
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none">• Staff across the BirdLife Partnership, particularly those involved in policy and advocacy and including projects staff

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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	3	General Public	1	Institutional policy makers /Politicians/ Corporations	3
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	2	Institutional Funders	2
BirdLife Global Council	1	Regulators/Legislators / Auditors	1	Individual donors/ members	1
Suppliers/Service Providers	1	Scientific Community	2	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". 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:
<ol style="list-style-type: none"> 1. Review policies and plans of financial institutions and development banks and where needed develop and implement a strategy for working to strengthen these policies to reflect biodiversity needs. 2. Develop and maintain best practice policy guidance materials for a wide range of stakeholder audiences to safeguard biodiversity from key impacts. 3. Develop BirdLife advocacy messages for key opportunities and target audiences, to promote the integration of biodiversity safeguards within plans and policies of government, financing institutions and the private sector. 4. Coordinate BirdLife organisational response to policy relevant consultations from organisations external to BirdLife. 5. Provide support to the Climate Change Programme Coordinator in BirdLife’s role of coordination of the CMS Energy Task Force 6. Provide direct and remote technical and training support to key Partner staff to help realise advocacy objectives. 7. Ensure the provision of technical policy guidance and backstopping to Partners on a range of issues within national implementation that relate to BirdLife priorities. 8. Assist BirdLife Partners to engage with, establish, or maintain national, multi-stakeholder, policy and advocacy platforms that can foster conservation collaboration across different sectors and actors. 9. Produce and share outreach materials to spread policy and advocacy experience widely across the BirdLife Partnership.

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| <p>10. Contribute to researching and writing policy papers on issues relevant to BirdLife’s advocacy.</p> <p>11. Represent BirdLife in key networks and at relevant meetings and conferences.</p> <p>12. Assist production of training and capacity building materials for Partners.</p> <p>13. Develop opportunities for funding and write funding proposals to advance BirdLife’s work on safeguards and renewable energy development</p> |
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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Authorised to make expenditure within previously agreed budget limits.
Contracts – Funders	As appropriate
Contracts – Staff/Consultants	None
Contracts – Service providers	None
Legal Responsibility	

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	To first degree level, or equivalent experience
Job Specific Education/Qualification	Degree (or equivalent experience) in a subject related to conservation or sustainable development (this could include, for example, public policy, law or environmental economics).
Job Specific Knowledge	<ul style="list-style-type: none"> - Good understanding of renewable energy issues, Environmental Impact Assessment and Strategic Impact Assessment - Understanding of the need for conservation policy advocacy and the landscape of Multilateral Environmental Agreements - Experience/understanding of the landscape of conservation finance, particularly the role of development banks
Experience	Evidence of practice in conservation and/or energy and/or development policies
Management & organisational skills	<ul style="list-style-type: none"> - Ability to work effectively with a large decentralized team of professionals of different nationalities and to mobilize it for common goals. - Good interpersonal and teambuilding skills - Ability to adapt to different situations - Ability to work unsupervised
Communications skills	<ul style="list-style-type: none"> - Ability to communicate to a wide range of audiences written and orally. - Excellent spoken and written English

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	- Networking and representation skills
Creativity & Initiative	- Well developed creativity and initiative. - Ability to analyse complex problems - Ability to think strategically
Computer Literacy	- Computer literacy in all standard Microsoft packages
Languages	- Knowledge of Arabic, Spanish, French is an asset.
Travel requirements	- Occasional travel – may increase over time
Other	- Strong commitment to conservation

Prepared by: Melanie Heath/Noelle Kumpel	Date: August 2018
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