

Head of the KBA Secretariat – Job Description

Overall purpose of the job

Eleven of the world's leading conservation organisations have established an ambitious new partnership to identify, map, monitor and conserve Key Biodiversity Areas (KBA; sites that contribute significantly to the global persistence of biodiversity) through the application of the [KBA Standard](#).

The Head of the KBA Secretariat will lead and support the KBA Partnership to implement a visionary and ambitious Programme to mobilize resources and expertise to further identify and map Key Biodiversity Areas worldwide, as a vital tool to assist in the conservation of global biodiversity. Monitoring of these sites will enable detection of potential threats, assessment of conservation outcomes, and identification of appropriate conservation actions. The Partnership will also advise national governments on important sites in their countries and in expanding and managing their protected areas network, and will work with private companies to ensure they minimize and mitigate their impact on biodiversity.

The KBA Secretariat is the new central coordinating body of the KBA Partnership and KBA Programme. The Head of the Secretariat is the senior manager of the KBA Secretariat, responsible for setting up this Secretariat, leading on developing, planning and overseeing the implementation of its activities and managing its financial and human resources. His/her responsibility is to ensure that the Secretariat fulfils all of its functions in line with the vision and mission of the KBA Partnership and to help the Partnership drive forward the KBA Programme. The Head of the KBA Secretariat performs his/her job in close collaboration with the Chair of the KBA Committee and the KBA-focused staff members of the KBA Partners, including in particular BirdLife International and the IUCN, as co-hosts of the KBA Secretariat.

Staff relationships

Reporting to: The job holder reports to the KBA Committee (a subset of the KBA Partnership) through its Chair, is line-managed by BirdLife (the employer), and operates with day-to-day practical guidance and support from the KBA Committee Chair and the Director of Science, Policy and Information, BirdLife International and the Global Director Biodiversity Conservation Group, IUCN, as co-hosts of the KBA Secretariat.

Reporting to job holder: all staff of the KBA Secretariat. KBA Partner staff seconded to the KBA Secretariat will have dual (primary and secondary) reporting lines to the Head of the Secretariat and the manager in their respective institutions.

Principal other staff relationships: Works closely with appointed Regional Focal Points, KBA Partner senior staff that serve on the KBA Committee, as well as staff working on KBA issues, communications and fundraising within KBA Partners.

Key working relationships

Contact	Level
KBA Partner staff	3
KBA Committee Chair and members	3
KBA Community	3
KBA Standards and Appeals Committee	3
KBA Technical Working Group	3
KBA Consultative Forum	3

Ad-hoc working groups	3
Institutional policy makers /Politicians/ Corporations	3
Donors	3
General Public	2
Press and Media	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 the KBA Partnership. Maintaining individual contacts. Usually managing information flow.

3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing the KBA Partnership to highly influential people. Responsible for complex and sensitive/high risk communications.

Main duties

1. To act as a public face for KBAs, promoting their importance and raising awareness
2. To help secure funds and resources to support the KBA Secretariat and the Programme, in collaboration with the KBA Partners.
3. To support the work of the KBA Committee and its subsidiary bodies, including the KBA Community and the KBA Consultative Forum
4. To oversee the KBA Secretariat's role in supporting the process of KBA identification, delineation, documentation, nomination and confirmation, and management of KBA data by KBA Partners and others
5. To coordinate the appointment and activities of Regional Focal Points
6. To coordinate the joint KBA-related fundraising and communication activities of the KBA Partners
7. To promote the KBA brand, KBA Partnership and KBA Programme to a wide range of stakeholders and audiences
8. To recruit new KBA Partners, as appropriate, and in coordination with, and with the approval of, the KBA Partners
9. To develop an annual work plan and budget for the Secretariat's activities and report back against these
10. To determine staffing needs, recruit and manage staff of the KBA Secretariat.

Limits of authority/responsibility for resources

Financial/Budgetary: Responsible for the budget of the KBA Secretariat

Contracts – Funders: Maintain and grow existing donors, and initiate new fundraising opportunities

Contracts – Staff/Consultants: Engage with and oversee the provision of appropriate staff contracts and self-employed consultants. Involvement in setting of pay and benefits levels, within internal policy limits of the host organisation.

Contracts – Service providers: Negotiation of relevant professional services needed to assist work programme.

Legal responsibility: tbc

Other: Presentation and negotiation on behalf of the KBA Partnership, as agreed.

Education/skills and other special requirements

Minimum General Education: Relevant degree-level qualification

Job Specific Education/ Qualification: PhD, MSc, or demonstrated equivalent experience, in applied environmental or development fields

Job Specific Knowledge:

- Excellent understanding of global and regional environmental and sustainable development issues
- Knowledge of many of the KBA Partner organizations, multilateral environmental agreements, international financial institutions, donors and scientific institutions working on biodiversity and nature conservation issues

Experience:

- Inspirational and collaborative leadership style
- Experience of managing and facilitating teams and building partnerships around common agendas
- Experience of working with major donors and successful fundraising track record
- Experience of working with governments and the private sector on policy and strategic planning issues
- Experience in communicating environmental issues to a wide range of audiences

Desirable:

- Broad understanding of the technicalities and practicalities on the identification, documentation and monitoring of KBAs (e.g. IBAs, AZE sites, CEPF KBAs, etc.), and the promotion of their conservation.
- Broad understanding of international policy issues that relate to protected areas.

Management & organisational skills:

- Strong organizational and planning skills
- Budget and staff management

Communication skills

- High level of diplomacy
- Clear oral and written presentation skills.
- Strong negotiation, partnership and consensus building skills.
- Strong programme promotion and presentational skills

Creativity & Initiative:

- Ability to work on own initiative
- Ability to secure buy-in and support from key donors, culturally diverse partners and decision-makers

Computer Literacy: Familiarity with standard office software

Languages: Fluency in written and spoken English, preferably also some ability to communicate in at least one other language

Travel requirements: Willingness to travel internationally on short or medium term trips, and to act independently and work long hours where necessary.

Agreed by the KBA Partnership 14 September 2017