

## **BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>IBA Conservation Officer for Europe and Central Asia</b>
<b>DIVISION/DEPARTMENT:</b>	<b>European and Central Asian Division</b>
<b>LOCATION</b>	<b>Cambridge, UK</b>

### **1. OVERALL PURPOSE OF JOB**

To support BirdLife's input into the Mediterranean M3 Outcome Action Plan (funded by the MAVA foundation) that focuses on *Coastal wetland degradation due to coastal development and water abstraction*, as part of the foundation's Mediterranean Strategy for 2016-2022.

To assist the Head of Conservation and the Senior IBA Conservation Officer for Europe & Central Asia on the delivery of the MAVA Outcome Action Plan (OAP), ensuring the specific actions and objectives listed under this project are achieved within the planned timeline at the demonstration sites.

Other duties will include to support the Senior IBA Conservation Officer in the implementation of BirdLife's IBA & KBA Strategy as well as the implementation of a threat reporting mobile app (Natura Alert) to monitor the conservation status of the IBA network in ECA region.

### **2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Senior IBA Conservation Officer for Europe and Central Asia
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
None
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
<ul style="list-style-type: none"><li>▪ All European &amp; Central Asia Conservation staff based in Cambridge and Brussels BirdLife offices.</li><li>▪ All MAVA Project Partners working within the M3 Outcome Action Plan.</li><li>▪ All colleagues at the Conservation unit within the European and Central Asia (ECA) secretariat and all Brussels based Policy, Communication, Capacity development and Fundraising colleagues</li><li>▪ Various colleagues in other departments in Cambridge, including science, conservation, communications and capacity development.</li></ul>
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</b>
Providing information and advice to conservation unit colleagues and selected partnership stakeholders involved in the <i>Coastal wetland degradation due to coastal development and water abstraction</i> Outcome Action Plan. Supporting the Senior IBA Conservation Officer and the ECA BirdLife partners in the implementation of the IBA programme.
<b>PINCIPLE STAFF RELATIONSHIPS/RESPONSIBILITES OUTSIDE BIRDLIFE NETWORK</b>
Leading and/or liaising with Project Partners and stakeholders of the Coastal wetland degradation due to coastal development and water abstraction OAP. Providing information and interpretation to academic researchers, EU or European institutions and donors on this topic.

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**3. KEY WORKING RELATIONSHIPS**

<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>
BirdLife Network Organisation Staff	2	General Public	2	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	0	Press & Media	1	Institutional Funders	0
BirdLife Global Council	0	Regulators/Legislators/Auditors	0	Individual donors/members	1
Suppliers/Service Providers	0	Scientific Community	2	Royalty/VIPs/High worth Individuals	0
<p><b>Level of Contact</b>                      1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.                      2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.                      3.= Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p>					

**4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

<p>By main work area:</p> <p>In agreement with the Senior IBA Conservation Officer, oversee the technical, financial and administrative management of selected wetland projects or support/lead on specific pieces of work/specific deliverables. Use of monitoring tools to keep track of their progress and updating budgets. Support Senior IBA Conservation Officer during project reporting periods, gathering technical and financial information and writing reports.</p> <p>Some of the specific responsibilities include data-gathering and reporting on the following topics:</p> <ul style="list-style-type: none"> <li>- Wetland &amp; saltpan restoration actions and effectiveness of conservation approaches by applying innovative wetland management techniques, assessing ecosystem services and proposing Nature-based solutions.</li> <li>- Coastal development and water abstraction in coastal wetlands and salt pans in the Mediterranean</li> <li>- Criteria to prioritize the most important coastal wetlands in the Med to be conserved for biodiversity.</li> <li>- Land Use Land Change (LULC) leading to loss of natural habitats, identifying most threatened coastal wetlands, and providing some relevant recommendations to halt and reverse these trends.</li> <li>- Sustainable practices in the salt production sector, business models and opportunities for financing the transition to sustainable practices in specific sites/countries.</li> </ul> <p>Assist the Senior Ecosystem Services Officer and the Partners to assess ecosystem services using the TESSA toolkit. Support on some administrative tasks (e.g., contacting partners), gathering information (e.g., reports), supporting the communication activities and the improvement and promotion of the TESSA toolkit (<a href="http://tessa.tools/">http://tessa.tools/</a>). Assist with the organisation of trainings on ecosystem services and nature-based solutions, as well as elaboration of guidelines for Nature-based Solutions economics.</p> <p>Assist the implementation of BirdLife's IBA Strategy: contacting Partners and requesting info, sharing information and helping with site prioritization exercises and validation of IBA national inventories proposed by BirdLife Partners.</p> <p>Other duties will include:</p> <ul style="list-style-type: none"> <li>• Support the improvements and promotion of a threat reporting mobile app and webapp to monitor the conservation state of IBAs and N2000 sites.</li> <li>• Represent BirdLife at relevant conferences, workshops and technical meetings, as appropriate.</li> </ul>
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- Assist with the preparation of workshops and or project-related events.

**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts: Funders	None
Contracts: Staff/Consultants	None
Contracts: Service providers	None
Legal Responsibility	None
Other	Responsible for ensuring scientific standards are met and that written outputs are to a high standard.

**6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Bachelors degree, or equivalent experience, in a relevant scientific or environmental subject.
Job Specific Education/Qualification	Masters degree in a relevant subject, or equivalent demonstrable skills and experience gained in an appropriate field.
Job Specific Knowledge	Desirable research or academic background on species, site conservation, wetland restoration projects, assessment of ecosystem services & nature-based solutions and financial mechanisms to transition to sustainable practices in the salt production sector.  Desirable knowledge on applied use of mobile apps, webapps and remote sensing to site monitoring.  Awareness of the nature, potential uses and limitations of biodiversity data.
Experience	Proven experience managing and/or supervising projects, including the use of project management tools, such as Gantt Charts, logframes and budgets is essential.  Previous experience preparing technical and financial reports for donors or private institutions is essential.  Previous experience with EU-funded and/or international projects

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	<p>desirable but not essential.</p> <p>Previous experience working at a BirdLife International partner desirable.</p> <p>Previous experience applying IBA or KBA criteria desirable</p> <p>Experience working with GIS tools desirable.</p> <p>Previous experience working remotely in diverse teams and in dynamic work environments.</p>
<b>Management &amp; organisational skills</b>	<p>Well organised and able to manage pressure, prioritising workload effectively to meet deadlines and adapt to new challenges by being proactive and solution orientated.</p> <p>Multitasking and supporting day to day activities within the team.</p> <p>Excellent concentration and attention to detail, with the ability to undertake repetitive tasks accurately and consistently, including admin tasks (contracts, payments) and budget control (organizing expenses, reviewing financial transactions, etc).</p>
<b>Communications skills</b>	<p>Ability to explain technical issues to a non-technical audience and to persuade them to take legitimate concerns into account.</p> <p>Ability to assist (or take the lead as the situation requires) when interacting with partners and team members in order to build trust and good working relationships.</p> <p>Sociable, dynamic, innovative, people oriented, enthusiastic, and creative.</p>
<b>Creativity &amp; initiative</b>	<p>Ambition to explore and develop new approaches within the European &amp; Central Asian IBA Programme, and to help shape its future development.</p> <p>Ability to pursue new and unfamiliar challenges with a positive attitude, work independently and devise innovative solutions to novel challenges. Flexibility and adaptability to respond to changing circumstances.</p>
<b>Computer Literacy</b>	<p>High proficiency in Microsoft Office (especially Outlook, Word, Excel and PowerPoint,).</p> <p>Understanding of the issues involved in transferring data between formats.</p> <p>Familiarity (and ideally some practical experience) with ArcGIS software.</p> <p>Previous experience with BirdLife's World Biodiversity Database desirable</p>
<b>Languages</b>	<p>High level of fluency in English is essential and French is desirable but not essential.</p> <p>Ability to avoid jargon and use clear, simple language when required.</p>

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<b>Travel requirements</b>	Some potential visits to Partners (COVID-19/funding depending) Willingness to engage in social interaction events while travelling.
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
Genuine interest in and commitment to the environment, bird conservation, the NGO sector and civil society.	

<b>Prepared by:</b>	<b>Date:</b>
Sofía Capellán	February 2021