

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Biodiversity Conservation Manager / Forest Program
DIVISION/DEPARTMENT:	Conservation Action and Science Unit, Americas Secretariat

1. OVERALL PURPOSE OF JOB

The Biodiversity Manager will support the Head of Conservation in planning, management, coordination, supervision, and monitoring of biodiversity conservation projects in the region, focused in Forests, to ensure efficient and timely delivery of program goals, objectives, and targets.

The jobholder's primary responsibilities will be to:

1. Lead the development and management of the Americas Forest program.
2. Oversee the implementation and management of an agreed portfolio of Americas Forest projects under the Forest program, with emphasis on the Atlantic Forest, and provide strategic advice for their development.
3. Fundraise for/ provide input necessary for the development of funding proposals relevant to the Americas Forest Program.
4. Provide strategic support for the Americas Regional Program.
5. Provide strategic support to BirdLife Partners, through the Forest program and facilitate and support the Forests Working Group.
6. Support the Americas Secretariat team, Partnership and Regional Council.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Conservation Action and Science Unit
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
Conservation Projects Officers (and subcontracted project staff or consultants)
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
Working with the other Americas Biodiversity Conservation Managers, regarding strategic, programmatic and technical aspects of our work, to ensure coherence and synergies between Global (and Regional) Programs being implemented within the Americas, and to look for efficiencies of conservation delivery and support to the Partners.
Formulate, organize and monitor inter-connected projects, coordinate cross-project activities, lead, train and evaluate project officers.
Working with the Regional Director, Heads of Units and "function" managers and Conservation Projects Officers to advance the strategic development and implementation of the Forest program and associated projects; fundraise for the Regional Program; and ensure effective implementation and reporting on individual projects.
Working with the Americas Financial and Administrative Manager to ensure timely, accurate reporting (by Partners and to donors) on programs/projects expenditures, and development of robust project budgets.
Working with Global Programme Team Coordinators/ Program Coordination Team (as part of the Forest and Programs Coordination Teams) across the BirdLife Secretariat (Global and other Regional Offices).
Working with the Global Science, Policy and Information staff (up to Director level) in relation to

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<p>strategic and technical development of the Forest program.</p> <p>Working with Global Fundraising Team (Global Office) in relation to proposal development, donor management and developing donor opportunities.</p> <p>Working with the Conservation Department, and especially the Corporates team, where relevant to individual projects.</p>
<p>PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i></p>
<p>Working with Americas BirdLife Partner staff (at all levels, from CEO downwards) active on the Forests program, particularly those who are participating in the implementation of the Atlantic Forest project financed by Jensen Foundation, with site conservation actions, and with fundraising for conservation programs.</p> <p>Working with Americas BirdLife Partner staff active on other BirdLife Global programs that overlap directly with the forest program (such as IBAs, Climate Change and Flyways) as appropriate.</p>
<p>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i></p>
<p>Other External contacts:</p> <ol style="list-style-type: none"> 1. Senior staff and Boards of potential partner organisations (as identified in the Network Development Plan) in countries for which post holder is Country Focal Point. 2. Senior staff and officials within: government agencies and ministries (e.g. USFWS, CWS, USFS); UNDP, UNEP, World Bank, GEF; funding organisations (e.g. where post holder is the fund manager); foundations; and bilateral/multilateral agencies. 3. Senior staff in national and international conservation organisations (including NGOs, museums and universities) and other collaborating institutions. 4. Individual collaborators, experts and donors throughout the region.

2 (a). KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	3	General public	2	Policy makers (institutional /politicians/ corporations)	2
BirdLife advisory groups, committees, reg. councils	2	Press & media	2	Funding organisations (institutions, foundations, corporations)	2
BirdLife Global Council	1	Regulators/ legislators/ auditors	1	Individual donors/ members	2
Suppliers/service providers	1	Scientific community	2	VIPs/ royalty/ high worth individuals	2
<p>Level of Contact</p> <p>1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.</p> <p>2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.</p> <p>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.</p> <p>Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.</p>					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p>Conservation Action</p> <ol style="list-style-type: none"> 1. Develop (strategically, technically and through fundraising) and manage the implementation of the Forest Program in the Americas and represent the Americas on the Program Coordination Team. 2. Liaise closely with the rest of the Conservation Action team, and the Global Corporates team in areas of program overlap and support. 3. Develop and manage site-based Forest conservation projects and activities with Partners, through strategic planning, technical advice, mentorship support, securing funds for their implementation and project management. 4. Design, manage and implement the Forest Conservation Strategies in the the Americas. 5. Coordinate the Jensen Atlantic Forest project with the support of the project officer. <p>Fundraising</p> <ol style="list-style-type: none"> 6. Actively seek for funding opportunities to finance the Americas Forest Program Activities 7. In consultation with the Head of Conservation Action and Science and the Global Fundraising Team, cultivate donors (foundations and individuals) and secure funds for the Americas Regional Program. 8. Manage the Concept Notes and Project Databases for the Forest Program. <p>Policy and Advocacy</p> <ol style="list-style-type: none"> 9. Integrate the Americas Forest program and project work into BirdLife’s global policy initiatives and programs, and be informed by global policy work in program development. 10. Lead the partnership to contribute to the different international agreement, conventions and others, relevant for Birdlife in the region. <p>Administration and Finances (Project Management)</p> <ol style="list-style-type: none"> 11. Provide input into annual regional work planning and budgeting processes. 12. Communicate with project and program funders/ donors as outlined in funding agreements. 13. Ensure timely project delivery, within budget (having approved budgeted project expenditures) and to a high quality, and evaluate outcomes. 14. Ensure timely reporting on programs, projects and Forest -related expenditures (for management and donors), and the development of robust project proposal budgets.

4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Financial and Budgetary (projects) authority resides with the Americas Finance and Administrative Manager (in coordination with the Head of Conservation as appropriate).
Contracts – Funders	N/A
Contracts – Staff/ Consultants	N/A
Contracts – Service providers	May have delegated responsibility to negotiate contracts. In coordination with Finance and Administrative Manager (to then be signed off on by the Regional Director in coordination with Head of Conservation Unit)

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Legal Responsibility	No.
Other	<p>Proposals to funders drafted by Biodiversity Conservation Manager in coordination with Head of Conservation Unit and Financial Manager (in relation to Budget issues), and approved/ signed by Regional Director.</p> <p>Contracts with Partners (incl. project partners) drafted by Finance and Admin team in coordination with Biodiversity Conservation Manager, and approved/ signed by Regional Director in coordination Head of Conservation Unit.</p>

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Relevant first degree (e.g. biology, natural resources management, geography, environmental science, agronomy, forestry or others associated).
Job Specific Education/Qualification	M.Sc.. in Biodiversity Conservation, Natural Resources Management or related areas or equivalent experience.
Job Specific Knowledge	Good knowledge of birds, their habitats and priority sites in the Americas and understanding of key regional political, conservation and development issues. Proven ability to design, manage and co-ordinate programmes, projects and budgets to completion. Proven ability to secure funds. Familiarity with international conservation issues, including relevant multilateral environmental agreements and instruments.
Experience	Substantial work experience and proven track record in biodiversity conservation and development fundraising, strategic planning, program and project development, and management of conservation projects, preferably at international level.
Management organisational skills &	<p>Ability to work under pressure and meet deadlines. Ability to network, motivate and collaborate with others, with cultural sensitivity.</p> <p>Experience with strategic and project planning and management tools, and demonstrated ability to evaluate performance. Ability to coordinate a wide range of concurrent activities and prioritise effectively to meet deadlines. Ability to act independently, often with minimal supervision, but also work in a team spread across several locations. Able to work under pressure and as a positive and helpful team member.</p>
Communications skills	<p>Excellent communication skills (both oral and written), negotiation and diplomatic skills including ability to understand complex programmatic and technical issues and explain them to a wide range of audiences. Ability to network effectively to maintain good relationships with existing collaborators and donors, forge new collaborations, and help raise awareness of BirdLife's work and vision.</p> <p>Must be adaptable and culturally sensitive, able to pursue new and unfamiliar challenges.</p>
Creativity & Initiative	Ability to pursue new and unfamiliar challenges, work independently, think on one's feet, and devise innovative solutions to novel challenges.

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	The very nature of the job requires innovative and creative approaches to project design and planning, program development, proposal writing, fundraising and international program coordination/implementation. The job holder will only succeed if (s)he is able to translate objectives into action. The success of this post will be dependent on good organisational, managerial and communication skills.
Computer Literacy	High proficiency in MS Office (especially Outlook, Word, Excel, Access and PowerPoint) and ideally GIS software (ESRI/Arc suite).
Languages	Fluency in English and Spanish. A third language desirable (Portuguese or French). Ability to avoid jargon and use clear, simple language when the situation demands.
Travel requirements	Willingness to travel regularly, sometimes for extended periods within the Americas.
OTHER DESIRED/ HELPFUL KNOWLEDGE/ SKILLS/ ATTRIBUTES	
<p>The job requires: genuine interest in the environment, biodiversity conservation, the NGO sector and civil society; experience of forging collaborative partnerships; experience of project design and planning; proposal writing; fundraising; and international project coordination/ implementation.</p> <p>The job holder will only succeed if s/he is able to translate objectives into action, whilst also being flexible and adaptable (e.g. prepared to work occasional weekends, or sometimes travel at short notice to unfamiliar countries). The success of this post will be dependent on good organisational and communication skills, and attention to detail.</p> <p>The job holder will be a team player, but have the ability to work independently, being motivated by a passion for bird and biodiversity conservation in the Americas.</p>	

Prepared by:	Date:
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