

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

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

1. OVERALL PURPOSE OF JOB

<p>The Conservation Officer may organize field events, manage conservation data, participate in conservation planning, develop project packages, respond to partner inquiries and maintain manual project records. May include collecting, assembling and analyzing various types of data, from the field or through document surveys, organizing events and meetings, and assisting in the production of reports and outreach materials. Work may be done in the field, or be based entirely in an indoor setting, facilitating meetings and compiling the information.</p> <p>The jobholder's primary responsibilities will be to:</p> <ol style="list-style-type: none"> 1. Coordinates multiple tasks or projects in a timely manner and with attention to detail. 2. Supports with reports preparation and data analysis. 3. Supports with online and in person meetings organization, minutes taking and others related. 4. May assist with program budget preparation and monitoring. 5. Makes day to day decision as delegated by the supervisor.
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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>
Organize and monitor inter-connected projects, coordinate cross-project activities. Working with Conservation managers and other Conservation Projects Officers to advance the strategic development and implementation of the Forest program and associated projects.
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
Working with Americas BirdLife Partner staff 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. 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.
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
Other External contacts: 1. Individual collaborators and experts in the region.

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2 (a). KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	1	Policy makers (institutional /politicians/ corporations)	2
BirdLife advisory groups, committees, reg. councils	1	Press & media	1	Funding organisations (institutions, foundations, corporations)	1
BirdLife Global Council	1	Regulators/ legislators/ auditors	1	Individual donors/ members	1
Suppliers/service providers	1	Scientific community	2	VIPs/ royalty/ high worth individuals	1
<p>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.</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. Manage the day by day of the Atlantic Forest Jensen project and others in the future 2. Support and advice when needed to country partners 3. Monitor work plans and other project management tools 4. Monitor project budgets <p>Administration and Finances (Project Management)</p> <ol style="list-style-type: none"> 5. Provide input into annual regional work planning and budgeting processes. 6. Ensure timely project delivery, within budget (having approved budgeted project expenditures) and to a high quality, and evaluate outcomes. 7. Work with the Forest program manager to 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	N/A
Contracts – Funders	N/A
Contracts – Staff/ Consultants	N/A
Contracts – Service providers	N/A
Legal Responsibility	No.
Other	No

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5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Bachelor's degree in environmental education, biology, ecology, natural resources management, or related field and work experience or equivalent combination of education and experience.
Job Specific Education/Qualification	N/A
Job Specific Knowledge	Good knowledge in conservation and project management.
Experience	
Management organisational skills &	Experience with Microsoft Office suite. Experience coordinating multiple projects.
Communications skills	Excellent communication skills (both oral and written) Experience handling standard business communications.
Creativity & Initiative	Ability to pursue new and unfamiliar challenges, work independently, think on one's feet, and devise innovative solutions to novel challenges. 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:
Ítala Yépez	December, 2019