



<b>Job Title</b>	<b>Regional Director Europe and Central Asia</b>
<b>Division</b>	<b>European and Central Asian Division</b>
<b>Unit</b>	<b>Governance</b>
<b>Location</b>	<b>Brussels, but open for other European locations</b>

## **1 OVERALL PURPOSE OF JOB**

The Regional Director is responsible for the overall **leadership** and **strategic management** of the European and Central Asian Division of BirdLife International, ensuring it keeps delivering high quality services to the BirdLife Partners, leading BirdLife’s regional conservation work in line with the BirdLife Global strategy, including conservation actions, policy, communications, fundraising, capacity development. The Regional Director will also be responsible for promoting joint initiatives and programmes and representing as appropriate the BirdLife Partnership in the region.

## **2 MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

### **2.1 Management duties**

1. Lead and manage the European and Central Asian Division of BirdLife International, including the Division’s legal, financial, HR and administrative operation working with the COO to ensure consistency on a global basis.
2. Manage and motivate staff of the BirdLife European and Central Asian Division in advancing BirdLife’s Global strategy and servicing the Partnership, in particular the European and Central Asia Partners, including setting up annual workplans, assessing performance and pursuing staff development plans.
3. Lead the annual cycle of development of the European and Central Asian Division’s work plan, budget and reporting as part of the overall Secretariat planning mechanism.
4. Support and supervise project managers in developing projects throughout the entire Project Management Cycle, with particular attention to solid project budgets development and implementation.
5. Lead and support the fundraising function of the Region and support the fundraising plan both at the regional and global levels.
6. Actively participate in the Senior Management Team of BirdLife International, contributing to the development of global and cross-divisional initiatives that benefit and involve the European and Central Asian Partnership.

### **2.2 Governance duties**

1. Develop and extensively liaise with the European and Central Asian Partnership, with special regard to the priorities identified in the annual work plan and the Regional Partner Development Initiative.

2. Lead the relationship with the European and Central Asia Regional Committee preparing agendas for meetings, organising reporting, following up on action points and organising elections and support the CEO and Management Team with Global Council on issues related to Europe and Central Asia.
3. Co-ordinate the planning and take responsibility for the organisation of Regional Partnership Meetings in collaboration with other members of the Secretariat and with the European and Central Asian Committee.

### 2.3 Strategic duties

1. Contribute to the development of the new BirdLife International Strategy and business plan.
2. Coordinate the development of the European and Central Asian Regional Plan as part of the BirdLife Global Strategy.
3. Encourage BirdLife Partners to take responsibility for specific initiatives, roles and delivery of parts of the European and Central Asian Regional Plan, provide appropriate supervision and support and ensure good communications and reporting.
4. Coordinate the provision of appropriate support from the European and Central Asia Division to specific initiatives, campaigns and events, at Regional and Global level.

### 2.4 Representation duties

1. Support to advocacy and policy development, in particular around EU Elections and establishment of the new European Commission.
2. When required, represent the BirdLife Partnership to EU institutions and Brussels-based organisations, at the highest level.
3. Promote BirdLife priorities to key decision makers and centres of influence in Europe and develop collaboration where appropriate.
4. Liaise with donors (primarily EU, bilateral aid agencies, foundations, corporates, Partners) in order to adequately fund the Secretariat and the Partnership in implementing the European Programme and ensuring effective delivery and good reporting.

## 3 STAFF RELATIONSHIPS

<b>Reporting to (Line Manager)</b>	CEO
<b>Reporting to Job Holder (Line Managed Staff)</b>	Senior Staff in the European and Central Asian Division
<b>Principal staff relationship/responsibilities within the Secretariat</b>	CEO, COO, Global Directors, other Regional Directors, and staff with a global remit throughout the Secretariat Member of the Senior Management Team of BirdLife International
<b>Principal staff relationship/responsibilities within BirdLife network</b>	Leading, supporting and guiding Senior staff of European Partner organisations, European BirdLife Task Forces, European Committee, occasionally Global Council.

## 4 KEY WORKING RELATIONSHIPS

Contact	Level	Contact	Level	Contact	Level
BirdLife Network Organisation Staff	3	General Public	2	Institutional policy makers /Politicians/ Corporations	3

BirdLife Advisory Groups, Committees, Reg. Councils	3	Press & Media	2	Institutional Funders	3
BirdLife Global Council	2	Regulators/Legislators/ Auditors	3	Individual donors/ members	3
Suppliers/Service Providers	2	Scientific Community	2	Royalty/VIPs/ High worth Individuals	3
<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". 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.					

## 5 LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
<b>Financial/Budgetary</b>	Management of European and Central Asian Division budget, workplan and systems.  Negotiating contracts, grants and projects with external donors.
<b>Contracts – Funders</b>	As delegated by CEO, (currently approx 100k EUR on individual contracts)
<b>Contracts – Staff/Consultants</b>	Responsible for and management of European and Central Asian Division staff within budgeting constraints and in line with procedures set out at a global level.
<b>Contracts – Service providers</b>	Responsible for arranging service provision for the European and Central Asian Division.
<b>Legal Responsibility</b>	Legal responsibility of the Stichting BirdLife Europe, which covers the Brussels-based operations of the European and Central Asian Division.

## 6 EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
<b>Minimum General Education</b>	Educated to post graduate degree level in a conservation/ environment/ business related field, or equivalent experience.
<b>Job Specific Education/ Qualification</b>	A degree/qualification or other background in conservation/ environmental/ business discipline or equivalent experience.
<b>Job Specific Knowledge</b>	In depth knowledge of international conservation and sustainable development. Ability to explain complex, scientific/programmatic

	issues to different audiences. Ability to “sell” BirdLife International’s Programmes in order to raise funds and promote to possible partners. Ability to manage and nurture key donor relationships. An understanding of and commitment to, the development of biodiversity conservation and civil society. An international outlook with a working understanding of, and respect for different cultures.
<b>Experience</b>	Demonstrable extensive experience in programme development, people management and successful fundraising.
<b>Management &amp; organisational skills</b>	Strong leadership and people management skills. Good organisational and problem-solving skills. Able to organise own time and priorities, work with minimal supervision and work well under pressure. Good team-working ability. Good financial literacy and experience of managing complex understanding budgets.
<b>Communications skills</b>	Strong verbal and written communication skills, with the ability to draft documents and correspondence to the highest standards of presentation, accuracy and clarity. Tact and diplomacy in dealing with people and outside organisations at all levels. Professional and confident interpersonal skills.
<b>Creativity &amp; Initiative</b>	Able to summarise and simplify complex information. Able to come up with solutions for complex problems and think ‘outside the box’.
<b>Computer Literacy</b>	IT literate (Word, Excel, Access, Power Point, databases, email, social media and internet), able to use other office technologies, able to type with speed and accuracy.
<b>Languages</b>	Fluent in English. Additional knowledge in French and Spanish highly desirable. Other European languages an advantage
<b>Travel requirements</b>	Willingness to travel overseas/away from home up to four weeks per year or more as needed and appropriate.
<b>Other key requirements</b>	Discretion with confidential correspondence and other matters. Able and willing to work flexibly to meet deadlines when circumstances require this.
<b>Prepared by:</b>	<b>Date:</b>
Patricia Zurita	February 2021