

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

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| <b>JOB TITLE:</b>           | BirdLife International Marine Programme Project Officer |
| <b>DIVISION/DEPARTMENT:</b> | BirdLife Tokyo office/ BIMP                             |

**1. OVERALL PURPOSE OF JOB**

This post will lead work in Japan to support fisheries and fishery managers to reduce seabird bycatch in their fisheries, in fulfilment of the objectives of the BirdLife International Marine Programme.

The post will deliver projects to provide support to the Japanese tuna industry to increase uptake and implementation of seabird bycatch mitigation measures in the Japanese tuna fleet. An additional project will be to increase understanding of the scope and scale of seabird bycatch in Japan's gillnet fisheries.

**2. WORK RELATIONSHIPS**

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| <b>REPORTING TO (LINE MANAGER):</b>  |
| Stephanie Winnard, International Marine Project Manager  |
| <b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>   |
| None   |
| <b>PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:</b>  |
| <ul style="list-style-type: none"><li>• Global Conservation team (Cambridge)</li><li>• Finance and Administration team: guidance on all project related administrative matters</li><li>• Global: BIMP, Science Policy and Information Management &amp; Conservation Division</li></ul>   |
| <b>PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :</b>  |
| BirdLife Japan partner- Wild Bird Society of Japan   |
| <b>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:</b>  |
| <p>You will work with a number of fishery stakeholders in Japan including (but not limited to); the Japanese Ministry of Environment, Japan Tuna, National Research Institute of Far Seas Fisheries (NRIFSF), Japanese tuna purchasing companies, and fishermen's associations.</p> <p>You may also be involved in contact with Global Fishing Watch, the South Georgia Heritage Trust, and other NGO's working in marine conservation in Japan.</p> |

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**3. 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)         | 3           |
| BirdLife advisory groups, committees, reg. councils  | 1           | Press & media                     | 2           | Funding organisations (institutions, foundations, corporations ) | 2           |
| BirdLife Global Council  | 1           | Regulators/ legislators/ auditors | 3           | Individual donors/ members                                       | 1           |
| Suppliers/service providers  | 2           | Scientific community              | 2           | VIPs/ royalty/ high worth individuals                            | 2           |
| <p><b>Level of Contact</b><br/>                     1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.<br/>                     2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.<br/>                     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> |             |                                   |             |  |             |

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

| By main work area:  |
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| <p>Lead work in Japan to deliver the Japanese elements of the BirdLife International Marine Programme seabird bycatch projects.</p> <p>Foster collaboration between BirdLife International and key parties in Japan in relation to seabird bycatch, including the Japanese Fisheries Agency, Japan’s tuna industry, the Ministry of the Environment, and fishermen’s associations.</p> <p>Monitor reports of Japanese seabird bycatch data and the implementation of Japan’s <i>National Plan of Action for Reducing the Incidental Catch of Seabirds in Longline Fisheries</i> (NPOA - seabirds).</p> <p>Provide support to capacity development in the largest global fleets to identify seabirds to species level and review existing observer programme data,</p> <p>Lead engagement with the Japanese tuna industry to support increased uptake of seabird bycatch mitigation measures</p> <p>Engage with Ministry of Environment and local fishermen’s associations to identify the scale of gillnet bycatch in Japan and develop work in key ports to tackle the issue</p> <p>Strengthen links with other relevant NGOs in Japan</p> |

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

| RESPONSIBILITY AREA           | LEVEL OF AUTHORITY |
|-------------------------------|--------------------|
| Financial/Budgetary           |                    |
| Contracts – Funders           |                    |
| Contracts – Staff/Consultants |                    |
| Contracts – Service providers |                    |
| Legal Responsibility          |                    |
| Other                         |                    |

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

| REQUIREMENTS                                  | KNOWLEDGE/SKILLS/ATTRIBUTES  |
|---|--|
| <b>Job Specific Education/Qualification</b>   | University Degree or equivalent experience in relevant subject: Biological Sciences and/or Fisheries Management  |
| <b>Job Specific Knowledge</b>                 | Good understanding of sustainable fisheries management, particularly bycatch reduction. Knowledge of seabird bycatch mitigation highly desirable.  |
| <b>Experience</b>                             | -Proven experience of building relationships with a wide range of stakeholders including: government agencies, industry and NGO's, and the ability to build links between science, policy and industry<br>-Proven experience of implementing conservation projects and producing high quality reports while meeting deadlines. |
| <b>Management &amp; organisational skills</b> | Excellent organisational and planning skills and an ability to adhere to deadlines. Ability to determine and set work priorities, organise activities, and monitor projects. Proven ability to provide progress reports in accordance with reporting schedules.  |
| <b>Communications skills</b>                  | Excellent communication skills (written and verbal). Experience and ability with public speaking and workshop organisation and presentation to a range of industry, scientific and policy audiences. Good influencing skills are important. Experience of promoting conservation through the use of social media is desirable. |
| <b>Creativity &amp; Initiative</b>            | Proven ability that the person is a self-starter capable of working with little or no direct supervision will be essential as the person will be line managed from the UK  |
| <b>Computer Literacy</b>                      | Good working understanding of Word, Excel, PowerPoint, Outlook, databases, etc   |
| <b>Languages</b>                              | Written and spoken fluency in both Japanese and English is essential   |
| <b>Travel requirements</b>                    | Willingness to travel regionally and internationally on a regular basis  |

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| <b>Prepared by:</b><br>Stephanie Winnard and Cleo Small | <b>Date:</b><br>29th March 2018 |
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