

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Marine/Seabird Conservation Technical Assistant
DIVISION/DEPARTMENT:	Europe & Central Asia - Conservation division (UK based)

1. OVERALL PURPOSE OF JOB

To provide technical support for a project with the Renewable Grids Initiative (RGI) that aims to establish a multi-stakeholder working group to support a collaborative, comprehensive, ecosystem-based Maritime Spatial Plan for the Northern Seas (North and Baltic Sea) that supports the timely development of offshore wind while protecting nature and biodiversity. Specifically responsible for identifying and collating available at-sea data for seabirds, compiling information on seabird survey methodologies, and conducting research on approaches for sensitivity mapping of seabirds to offshore wind developments.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Marine Coordinator (Europe & Central Asia – based in Brussels)
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
Working closely with Europe & Central Asia Division Conservation and Marine Teams, in particular the Marine Assistant and Senior Global Science Officer, plus other Divisions and regional secretariat offices as appropriate.
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
Working closely with the Project Manager of NABU (German BirdLife partner). Liaising with the members of the European Marine Task Force.
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
Observer of meetings of the Offshore Coalition Working Group.

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

3. KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	1	General public	1	Policy makers (institutional /politicians/ corporations)	1
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	1	VIPs/ royalty/ high worth individuals	1
<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>					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <p>To provide technical support to a wider working-group on existing data and knowledge gaps on seabirds' risk and sensitivity due to the development of offshore wind infrastructures.</p> <p>The main duties of the technical assistant will be:</p> <ul style="list-style-type: none"> - Identifying available and non-available sources of at-sea data for seabirds. - Gathering and collating information from relevant BirdLife ECA Partners (by email and phone). - Organising and preparing (online) technical meetings. - Undertaking research/literature reviews independently (e.g. on seabird survey methodologies, sensitivity mapping approaches etc.). - Preparing short technical reports. - Attending meetings of the ECA Conservation Team and Marine Team providing updates on the work. - Attend meetings from the Offshore Coalition Working Group (as an observer) - Support NABU Project Manager in pertinent technical meetings, calls, etc.
--

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

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	None

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Educated to Masters Degree level or equivalent experience
Job Specific Education/Qualification	Masters Degree in Conservation Science, Environmental Management or Biodiversity
Job Specific Knowledge	Experience in environmental projects and research Good general knowledge of European seabirds and conservation issues
Experience	Experience in data collation and management for a conservation project, including the development and use of metadata databases. Experience of conducting literature reviews including use of academic databases and report writing
Management & organisational skills	Good organisational skills Good concentration and attention to detail Good self-motivation to conduct work independently and ability to show initiative Experience and knowledge related to data management and storage.
Communications skills	Good writing skills Ability to avoid jargon and use clear simple language when required.
Creativity & Initiative	Ability and willingness to perform tasks accurately and according to agreed timeline
Computer Literacy	Proficiency in Microsoft Office, especially Outlook, Word, Excel and PowerPoint
Languages	Fluency in written and spoken English
Travel requirements	Willingness to travel periodically for work

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES

Prepared by:	Date:
Antonio Vulcano & Daniel Mitchell	03-06-2020