

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Partner Relations Officer</b>
<b>DIVISION/DEPARTMENT:</b>	Partnership, Communities and Capacity Development (PCCD)

**1. OVERALL PURPOSE OF JOB**

BirdLife is the largest Partnership of national independent nature conservation civil society organisations. The Partnership, Communities and Capacity Development (PCCD) division exists to strengthen and grow the Partnership for more effective and impactful conservation action. Towards this goal, the purpose of this job is to strengthen the cohesion of the BirdLife partnership and enhance how the Partnership works together globally. Specifically, the job holder will support efforts to strengthen Partner to Partner collaboration, contribute to organising partnership events; support the Board which oversees Network and Capacity Development role; and contribute to efforts to roll-out the Hatch platform (a Partnership-wide collaborative platform to facilitate coordination and communication of Partner information and efforts).

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Director, PCCD
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
None
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
<ul style="list-style-type: none"> <li>• Close liaison with staff in the global and regional secretariat offices dealing with network and capacity development</li> <li>• Close liaison with communications teams with regards to the 100<sup>th</sup> year anniversary</li> <li>• Liaison with communications team on the development of the hatch platform</li> <li>• Engagement with the Strategy Development team with regards to hatch module for alignment of the strategy with regional and national plans, as well as capture implementation</li> </ul>
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</b>
<ul style="list-style-type: none"> <li>• Chair and members of the Network and Capacity Development Board to ensure tracking, communications and implementation of decisions of the board.</li> <li>• Engage with Partners to ensure their staff contacts are available and kept up to date.</li> <li>• Engage Partners to address needs and roll out measures to enhance dynamism in Partner to Partner engagements.</li> </ul>

**3. KEY WORKING RELATIONSHIPS**

<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>
BirdLife Network Organisation Staff	3	General Public	1	Institutional policy makers /Politicians/ Corporations	1
BirdLife Regional Committees, Global Councils	2	Press & Media	1	Institutional Funders	1

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BirdLife Global Council	1	Regulators/Legislators/ Auditors	1	Individual donors/ members	1
Suppliers/Service Providers	1	Scientific Community	1	Royalty/VIPs/ High worth Individuals	1

**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". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.

3.= Justifying/Negotiating – "Influencing decision makers". Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.

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

By main work area:
<p><b>4.1 Facilitate growth in strength and coverage of Partner to Partner Cooperation along geographic, thematic, project lines</b></p> <ul style="list-style-type: none"> <li>• Review the status of existing Partner to Partner relationships and various channels used</li> <li>• Undertake an organisational network analysis to determine the baseline status of Partner to Partner engagement/relationships</li> <li>• Using the information from above, develop a strategy to increase the number of Partners engaged in Partner to Partner work</li> <li>• Facilitate Partner to Partner interaction and knowledge sharing using the hatch platform</li> <li>• Develop and implement a monitoring system for Partner to Partner engagement, use it to track effectiveness of the Partner to Partner strategy</li> </ul> <p><b>4.2 Support Partner engagement in organising the BirdLife World Congress</b></p> <ul style="list-style-type: none"> <li>• Act as focal point for Partner engagement in the preparation of the BirdLife World Congress</li> <li>• Liaise with Partners and coordinate efforts to celebrate 100<sup>th</sup> year anniversary</li> <li>• Liaise with the RSPB events management team on preparation of the World Congress</li> </ul> <p><b>4.3 Implement activities to build cohesion across the Partnership using the hatch platform</b></p> <ul style="list-style-type: none"> <li>• Stimulate use of the hatch platform for Partner to Partner work along geographic and thematic lines</li> <li>• Develop a module to capture the objectives, activities and monitoring system of the next strategy at global, regional and national levels to promote alignment and reporting against the next strategy</li> <li>• Develop a mechanism to capture and regularly update contacts of Partner staff responsible for the functions that interface with the BirdLife strategy, and that Partners know the roles, functions and contacts of focal points for specific Secretariat services</li> </ul>

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**4.4 Provide effective support to other Partner to Partner meetings including:**

- Global Partner to Partner workshops/webinars
- Network and Capacity Development Board (Partnership Committee) meetings
- Partner to Partner agendas at Regional Partnership Meetings

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

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	BirdLife Credit card Up to £1,000
<b>Contracts – Funders</b>	None
<b>Contracts – Staff/Consultants</b>	
<b>Contracts – Service providers</b>	Set up and agree contracts with service providers as required
<b>Legal Responsibility</b>	None
<b>Other</b>	

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

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	<ul style="list-style-type: none"> <li>• University degree level in conservation, communications, business management, international relations or marketing or equivalent</li> </ul>
<b>Job Specific Education/Qualification</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Job Specific Knowledge</b>	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Conference organisation skills</li> <li>• Analysing, managing and building organisational networks</li> <li>• Research and writing skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Conference organisation</li> <li>• Experience coordinating projects or supporting networks and movements</li> <li>• Working in networked organisations or franchises</li> <li>• Working in an international setting, dealing with many cultures</li> </ul>
<b>Management &amp; organisational skills</b>	<ul style="list-style-type: none"> <li>• Ability to manage own work load and work to deadlines</li> <li>• Coaching and mentoring</li> </ul>
<b>Communications skills</b>	<ul style="list-style-type: none"> <li>• Good networking skills with a flair for stimulating collaboration with Secretariat staff and Partners</li> <li>• Good writing skills</li> </ul>
<b>Creativity &amp; Initiative</b>	<ul style="list-style-type: none"> <li>• Self-motivated and adaptable</li> <li>• Interested in developing new ways to improve current practices and knowledge</li> </ul>

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<b>Computer Literacy</b>	<ul style="list-style-type: none"><li>• Use of IT in managing alumni/organisation networks including CRM software</li><li>• Good computer literacy in standard software packages/office applications</li><li>• Working knowledge of website development</li></ul>
<b>Languages</b>	<ul style="list-style-type: none"><li>• Working language is English. Other languages are an advantage, in particular Spanish, French and Arabic</li></ul>
<b>Travel requirements</b>	<ul style="list-style-type: none"><li>• May involve occasional travel outside the UK</li></ul>
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	

<b>Prepared by: Julius Arinaitwe</b>	<b>Date: 13 December 2020</b>