

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Partner Relations Officer
DIVISION/DEPARTMENT:	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) department exists to strengthen and grow this Partnership to become the leader in conservation at local, national and global levels. Towards this goal, the purpose of the Partner Relations Officer position is to strengthen the cohesion and dynamism of the BirdLife Partnership. Specifically, the job holder will enhance Partner to Partner engagements; support the Board which oversees Network and Capacity Development role; and contribute to efforts to capitalise and roll-out the BirdLife Impact Hub.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Director, PCCD
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
<ul style="list-style-type: none"> Close liaison with staff in the global and regional secretariat offices dealing with network and capacity development as well as communications
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
<ul style="list-style-type: none"> Chair and members of the Network and Capacity Development Board to ensure tracking, communications and implementation of decisions of the board. Engage with Partners to ensure Secretariat holds up to date information regarding their staff and operations. Engage Partners in research and surveys to assess needs and roll out measures to enhance dynamism in Partner to Partner engagements.

3. KEY WORKING RELATIONSHIPS

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

Facilitate Partner to Partner Cooperation along geographic, thematic, project lines

Assist coordination between Secretariat and Supporting Partners as well as in between Supporting Partners to facilitate systematic and equitable capacity building and support allocation within the network;

Facilitate information exchange on Partner to Partner work and ensure that BirdLife Secretariat reports and communications incorporate relevant work done by Partners;

Respond to requests for information & comments or procure advice in relation to Partner to Partner work;

Capture and promote achievements and lessons from Partner to Partner work widely across the Partnership

Follow up and facilitate implementation of decisions of the Network and Capacity Development Board.

Support development of the BirdLife Impact Hub

Assist in developing proposals and pursuing opportunities for resourcing the BirdLife Impact Hub (the Hatch);

Assist in monitoring and evaluating Partner to Partner cooperation and process this information for compelling communication pieces for meetings and workshops;

Undertake research to support regional and global capacity development initiatives, such as leadership training opportunities, governance, strategic planning, etc. as requested in the development and implementation of the Hatch.

Create tools to build cohesion across the Partnership (Working with the Internal Communications Advisor)

Assist in planning, facilitating and implementation of an organisational network analysis and use the results in promoting dynamic cooperation among Partners;

Ensure that Secretariat staff have up to date 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.

Capture and curate Partner interactions with each other and share outcomes and learning to facilitate more interaction and knowledge sharing.

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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

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

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	<ul style="list-style-type: none"> • University degree level
Job Specific Education/ Qualification	<ul style="list-style-type: none"> • University degree in conservation, business management, international relations or marketing
Job Specific Knowledge	<ul style="list-style-type: none"> • Analysing, managing and building organisational networks • Online communications - blogs, and other social media • Research and writing skills • Development, maintenance and use of contact database in Mailchimp or equivalent software • Knowledge of the conservation sector
Experience	<ul style="list-style-type: none"> • Working in networked organisations or franchises, • Working in an international setting, dealing with many cultures • Experience building professional relationships within the conservation community • Experience coordinating projects or networks in conservation (or other sectors)
Management & organisational skills	<ul style="list-style-type: none"> • Time management
Communications skills	<ul style="list-style-type: none"> • Good networking skills with a flair for stimulating collaboration with Secretariat staff and Partners. • Good writing skills
Creativity & Initiative	<ul style="list-style-type: none"> • Self-motivated and adaptable. • Interested in developing new ways to improve current practices and knowledge.
Computer Literacy	<ul style="list-style-type: none"> • Good computer literacy in standard software packages/office applications, as well as use of social media.
Languages	<ul style="list-style-type: none"> • Working language is English. Additional languages to English are useful, in particular, Spanish, French and Arabic.
Travel requirements	<ul style="list-style-type: none"> • May involve occasional travel outside the UK.

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OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	

Prepared by:	Date:
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