

PARTNERSHIP COORDINATOR

JOB TITLE:	Partnership Development Coordinator
DEPARTMENT:	Partnership, Community and Capacities
DIVISION:	Partnership and Capacity Development (Africa Secretariat)

1. OVERALL PURPOSE OF JOB

<ol style="list-style-type: none"> 1. Developing partners' capacity, including through application of BirdLife tool and guidelines for capacity development 2. Provide support in the implementation of the Network Development Plan in Africa
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2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
<ul style="list-style-type: none"> • Head of Partnership and Capacity Development
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none"> • Capacity Development Manager • Partnership Communication Manager
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
<ul style="list-style-type: none"> • All staff working as Partner Development Officers • Citizen Science Engagement Team
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
<ul style="list-style-type: none"> • Africa BirdLife network organisation CEOs and staff involved with capacity development, network development, and strategic alliances • Staff of Supporting Partners e.g. RSPB, NABU, VBN, SEO – especially those involved with capacity development in the context of the Partner to Partner Capacity Development System

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	3	General Public	1	Institutional policy makers /Politicians/ Corporations	2
BirdLife Advisory Groups, Committees, Reg. Councils	2	Press & Media	1	Institutional Funders	2

BirdLife Global Council	0	Regulators/Legislators/ Auditors	1	Individual donors/ members	2
Suppliers/Service Providers	1	Scientific Community	1	Royalty/VIPs/ 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". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.</p> <p>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.</p>					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p>Promote engagement, effective communication and capacity development of the BirdLife Africa Partners</p> <p>1: Promote consultation of Partners and identify capacity development needs</p> <ul style="list-style-type: none"> • Support partners in auto-evaluation exercises to assess their progress and needs according to the QAS, and facilitate the development of strengthening plans that reflect the results of such self-assessment • Support partners to ensure they incorporate strengthening plan activities into their annual plans • Facilitate identification, develop/update inventory of Focal Points for various programmes amongst the Partners • Disseminate and share the capacity development toolkit e.g. Good Practice Guides, Capacity for Conservation website, templates among others as made available to the BirdLife International Partnership and support Partner organisations to incorporate and adopt practices and tools in their development plans • Work collaboratively with the Capacity Development Programme Implementation and Coordination Team members from across the BirdLife Partnership to identify needs in a variety of contexts (nationally and internationally) to deliver the programming expected results in the BirdLife International Partnership 2022 strategy <p>2: Enhance effective engagement of Partners in regional meetings</p> <ul style="list-style-type: none"> • Pro-actively engage Partners to identify their capacity building needs by convening at least 3 annual sub-regional consultative meetings with Partners in Africa via skype, emails or physical meetings • Assist in organising the CAP Preparatory Meetings, involving selected Partners

3: Facilitate production of the Africa report on an annual basis

- In consultation with Partners, draft templates and coordinate input into the production of annual Africa Reports which reflect progress on how Partners are contributing to the implementation of the BirdLife strategy

4: Facilitate identification of new Partners

- Develop TOR and identify appropriate personnel to engage national conservation NGOs where BirdLife is not represented with a view to develop a long-term BirdLife presence for conservation action
- Regularly update the inventory of support of the BirdLife Partner to Partner Capacity Development System and proactively disseminate this information so that Partners are aware of who works where and who does what

5: Partner to Partner Facilitation

- Support initiatives that promote cooperation and support among partners with regards to the development of organisational and personnel development
- Promote and enhance collaboration and cooperation between Partner Development staff in particular and also other Supporting Partner staff as appropriate
- Promote linkages and coordination between several BirdLife Partners providing international assistance to the same BirdLife Partner
- Develop a uniform monitoring system that assesses the impact of partner development support on an annual basis

6: Communications

- Regular communication with Partners to keep them updated on skills and resources that they can access from the BirdLife Africa Secretariat
- Promote a communication culture focusing on Partner's efforts in contributing towards successful delivery of the BirdLife strategy i.e. Newsletters/Website should reflect Partner achievements
- Ensure Partners have upgraded their websites
- Disseminate best practices from the BirdLife Africa Partnership

7: Fundraising

- To actively fundraise for the regional capacity building programmes and initiatives in alignment with the BirdLife Global Capacity Development Programme Plan as well as other regional programmes as needed and agreed on
- Identify funding opportunities for Partners to participate in regional meetings
- To support BirdLife Africa Partners in applying for and implementing grants i.e. Capacity Development Fund Grants, CEPF

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Credit Card for GBP 1,500 Commit expenses within agreed project and programme budgets.
Contracts – Funders	None

Contracts – Staff/Consultants	Negotiate contracts, manage delivery, involvement in setting pay and benefit levels in line with BirdLife policy and procedures
Contracts – Service providers	Negotiate contracts, oversee delivery
Legal Responsibility	None

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	BA/BSC degree
Job Specific Education/Qualification	Post-graduate (degree) qualification in management. Professional experience of NGO development and capacity development, supported by practical experience
Job Specific Knowledge	Good understanding of NGO development and Natural Resource Management in Africa
Experience	Established track record of relevant experience in NGO Development and Capacity Development; Significant hands-on training and strategic planning delivery experience; Line management experience
Management & organisational skills	Strong project, coordination and people management skills; Ability to organise and manage own and other people's time/priorities; Work with a high level of initiative and work well under pressure
Strategic skills	Ability to develop a clearly defined and focused business vision and personal vision. Skilled at both thinking with a strategic purpose as well as creating a visioning process; Work collaboratively with colleagues to achieve organisational goals, solicits input by genuinely valuing others' ideas and expertise
Communications skills	Effective at building strong working relationships; Strong internal and external communications skills
Fundraising skills	Building effective donor relations, writing sound proposals
Creativity & Initiative	Effective at analysing complex environments and resolving problems with practical solutions; Ability to motivate and guide staff particularly in non-line-management relationship
Computer Literacy	Sound IT literacy in Word, Excel, Email, Internet and PowerPoint

Languages	Skills in written, spoken and comprehension for both English and French (other relevant languages an advantage)
Travel requirements	Likely frequent travel within Africa to Partners, Partnership Meetings. Likely expectation 3 -4 months pa.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Discretion with confidential matters of all kinds. A can – do attitude and strong will to succeed.	

Prepared by:	Date:
Thandiwe Chikomo	31 July 2018