

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Programme Officer, Capacity Development &amp; Local Empowerment</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Partnership, Communities and Capacity Development (PCCD)</b>

**1. OVERALL PURPOSE OF JOB**

To support the development, management and communication of the BirdLife Global Programmes on Capacity Development and Local Engagement and Empowerment.

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO:</b>
Capacity Development Programme Coordinator: general line management & Capacity Development Programme
<b>REPORTING TO JOB HOLDER:</b>
Volunteers, interns and Consultants as agreed with line manager.
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
<ul style="list-style-type: none"> <li>• Capacity Development Programme Coordinator: general line management &amp; Capacity Development Programme work supervision</li> <li>• Local Engagement and Empowerment Programme (LEEP) Coordinator: specific tasks related to LEEP</li> <li>• Other PCCD staff</li> <li>• Regional Secretariat staff working on Capacity Development and LEEP</li> </ul>
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</b>
BirdLife Partner staff working on Capacity Development and LEEP

**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	2	General Public	2	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	0	Press & Media	0	Institutional Funders	1
BirdLife Global Council	0	Regulators/Legislators / Auditors	0	Individual donors/ members	0
Suppliers/Service Providers	1	Scientific Community	2	Royalty/VIPs/ High worth Individuals	0
<b>Level of Contact</b>					
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:

##### **CAPACITY DEVELOPMENT**

###### **Capacity Development Programme**

- Carry out Capacity Development programme duties as agreed with the Capacity Development Programme Coordinator to achieve priority outcomes as identified on the Capacity Development Programme Workplan.
- Support management of the Capacity Development Fund grants.

###### **Young Conservation Leaders Initiatives**

###### **a) Conservation Leadership Programme**

- Support and subsequently lead on Conservation Team Awards Application Process
- Lead on Conservation Team Awards Grant Management
- Support and subsequently lead on budgeting and report on spending on the CLP
- Participate and lead on elements of the training stream of work for both the international and in country training.
- Increase commitment to the CLP within BirdLife and develop opportunities for greater collaboration between the CLP and BirdLife partners
- Work with the Capacity Development Programme Coordinator to track CLP Team Project Outcomes and Impacts
- Communicate successes and achievements of the CLP programme within and beyond the BirdLife network

###### **b) Young Conservation Leaders (YCL) Projects**

- Lead on recruiting conservation team projects application process
- Lead on grants management of conservation team projects
- Support and subsequently lead on budgeting and report on spending on the Birdfair and Jensen Young Conservation Projects
- Participate and lead on elements of the training stream of work for the international training
- Increase commitment to the YCL within BirdLife and develop opportunities for greater collaboration between the CLP and BirdLife partners
- Work with the Capacity Development Programme Coordinator to track YCL Team Project Outcomes and Impacts
- Communicate successes and achievements of the YCL programme within and beyond the BirdLife network

##### **LOCAL ENGAGEMENT AND EMPOWERMENT PROGRAMME (LEEP):**

- Work with Partners and Regions to collate information on LEEP activities and draft articles and case studies to share experiences
- Populate the extranet with case studies, lessons and tools relevant to LEEP
- Carry out LEEP duties as agreed with the LEEP Coordinator to achieve priority outcomes as identified on the LEEP Workplan

##### **DEPARTMENT**

###### **Partnership, Communities and Capacity Development (PCCD):**

- Contribute and participate in departmental meetings and activities as appropriate
- Manage departmental monitoring and evaluation processes
- Support fundraising (research in support of project or programme proposals) to address priority tasks of the Capacity Development Programme and LEEP, including but not limited to Capacity Development Fund

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

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	None
<b>Contracts – Funders</b>	None
<b>Contracts – Staff/Consultants</b>	None
<b>Contracts – Service providers</b>	Limited; if appropriate, drafting of service agreements (consultants) based on templates (not approval/signature)
<b>Legal Responsibility</b>	None
<b>Other</b>	Handling confidential information

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

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Essential: Degree level, any subject
<b>Job Specific Education/Qualification</b>	A degree in the Social Sciences; Life Sciences; or in a conservation-relevant subject (e.g. ecology, geography, biology); A post-graduate qualification in the same with experience of work in biodiversity conservation projects would be a strong advantage
<b>Job Specific Knowledge</b>	Essential: Project management skills
<b>Experience</b>	Some conservation work experience preferably in an NGO environment, which may include volunteering; good analytical and report writing skills
<b>Management &amp; organisational skills</b>	Highly organised, able to sort and retrieve information at short notice, attention to detail, able to track and work to multiple deadlines; Basic administration skills
<b>Communications skills</b>	Able to work with people with diverse nationalities and cultural backgrounds. Strong writing and presenting skills
<b>Creativity &amp; Initiative</b>	Ability to work independently and under pressure of deadlines; a “self-starter” capable of demonstrating considerable independent initiative
<b>Computer Literacy</b>	Essential: proficient user of Microsoft Outlook, Word, Excel, PowerPoint and Statistical analysis Desirable: experience of image processing (e.g. PaintShop), desk-top publishing (e.g. Publisher or InDesign) and pdf creation software (e.g. Acrobat)
<b>Languages</b>	Desirable: ability to speak and read Spanish and/or French
<b>Travel requirements</b>	Travel limited but should be able to undertake travel within the UK and/or abroad if required
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
N/A	

<b>Prepared by:</b>	<b>Date:</b>
Kiragu Mwangi	October 2018