

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Project Officer – Forest Policy
DIVISION/DEPARTMENT:	Policy / Science, Policy and Information Management

1. OVERALL PURPOSE

The Project Officer - Forest Policy works with BirdLife Partners to support the coordination of a five year (2017-2022) initiative, funded by the European Commission, aimed at building the capacity of civil society organisations in the Asia-Pacific region to participate effectively in forest monitoring, management, planning and policy processes. The focal countries of the project are Malaysia, Indonesia, Philippines and Papua New Guinea (see www.birdlife.org/forestgovernance for more details on the project).

The Project Officer is responsible for monitoring and reviewing the project's €5 million budget and spending to ensure it complies with the grant rules and to help ensure the successful implementation of the project. In addition, the officer supports the project manager in their duties including monitoring project activities and risks and coordinating project management groups and meetings. They also help lead the project reporting and evaluation.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Asia-Pacific Forest Governance Project Manager, based in Malaysia, with oversight from Head of Policy, Cambridge
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:
Working closely with colleagues in the Finance Department (in particular the Finance Business Partner), Science, Policy and Information Department (in particular the Global Policy Division) and Forest Programme Coordination Team in Cambridge, and with staff in the Asia Regional Secretariat based in Singapore.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :
Working closely with BirdLife Partners involved in forest conservation in the Asia region, in particular the project partners in Malaysia, Indonesia, Philippines and Papua New Guinea. The post-holder will provide coordination, advice and information and support implementation of forest conservation initiatives.

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Partner Staff	2	General Public	1	Institutional policy makers / Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	1	Institutional Funders	2
BirdLife Global Council	1	Regulators/Legislators/ Auditors	3	Individual donors/ members	2

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Suppliers/Service Providers	2	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". 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>Planning, coordination and evaluation</p> <ul style="list-style-type: none"> • Support implementation of the €5 million EC-funded Asia-Pacific Forest Governance initiative in the Philippines, Malaysia, Indonesia and Papua New Guinea • Support internal and external evaluation and reporting of the Asia-Pacific Forest Governance initiative • Support the Project Manager to coordinate project management meetings and information sharing between project partners <p>Budget management</p> <ul style="list-style-type: none"> • Work with the Project Manager and project partners to analyse, monitor and review the project's budget and spending in line with funder rules • Manage the project budget against forecast and estimated costs, maintaining a project expenditure tracking system, and ensure that exceptions are identified, mitigated and approved <p>Funder compliance</p> <ul style="list-style-type: none"> • Maintain an up-to-date understanding of funder compliance requirements and provide support and training to programme teams and partners to meet such requirements, including developing funder compliance summaries/checklists/systems <p>Risk management</p> <ul style="list-style-type: none"> • Maintain an updated risk register for project management purposes

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Delegated authority from line manager/Divisional Director as needed to spend from project budgets in line with internal procedures.
Contracts – Funders	Delegated responsibility from line manager/Divisional Director as needed to submit proposals and negotiate contracts in line with internal procedures.
Contracts – Staff/Consultants	Delegated responsibility from line manager/Director as needed to hire short term/project staff/consultants and recruit interns/volunteers in line with internal procedures.
Contracts – Service providers	Delegated responsibility from Director as needed to negotiate contracts in line with internal procedures.
Legal Responsibility	None

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6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Degree in related field or equivalent experience. Must be numerate and literate, with a high level of oral and written communication skills.
Job Specific Education/Qualification	Finance qualifications and a finance background. Significant post-qualified experience.
Job Specific Knowledge	Familiarity with project administration and management frameworks. Sound basic financial literacy.
Experience	Substantial work experience in project administration and project reporting, with a proven track record of budget management.
Management and organisational skills	Budget management and organisation skills, attention to detail and ability to work under pressure and meet deadlines. Experience of operating within an international environment desirable. Ability to network, motivate and collaborate with others, with cultural sensitivity.
Communications skills	Excellent oral and written communication skills, including an ability to communicate complex issues and draft clear, concise documents.
Creativity and initiative	Demonstrated ability to develop and deliver budget and project management systems.
Computer Literacy	Sound skills in using MS Office, in particular Excel, managing e-mail and using the web.
Languages	Complete fluency in English.
Travel requirements	Willingness to travel occasionally outside the UK.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
<ul style="list-style-type: none"> • Experience in the conservation and/or forestry sectors • Experience of managing projects in Asian or other developing countries • Experience in delivery and management of EC grants • Experience with accounting software • Specialist expertise in one or more project management frameworks 	

Prepared by:	Date:
Noelle Kumpel and Melanie Heath	26 January 2021