

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Research Assistant – Important Bird and Biodiversity Areas (IBA)
DIVISION/DEPARTMENT:	European and Central Asian Division
LOCATION	Cambridge, UK

1. OVERALL PURPOSE OF JOB

To support BirdLife's input into the Mediterranean MAVA M3 Outcome Action Plan that addresses *Coastal wetland degradation due to coastal development and water abstraction*, one of the main elements of MAVA's Mediterranean Strategy for 2016-2022.

To assist the Head of Conservation and the IBA Officer for Europe & Central Asia on the delivery of the MAVA Outcome Action Plan, ensuring the specific actions and objectives listed under this project are achieved within the planned timeline at the demonstration sites.

Other duties will include to support the ECA IBA Officer in the implementation of BirdLife's IBA Strategy as well as the development of a threat reporting mobile app for the citizen science project LandSense.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Conservation for Europe and Central Asia
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
<ul style="list-style-type: none">▪ All European & Central Asia Conservation staff based in Cambridge and Brussels BirdLife offices.▪ All MAVA Project Partners working within M3▪ All colleagues at the Conservation unit within the European and Central Asia (ECA) secretariat and all Brussels based Policy, Communication, Capacity development and Fundraising colleagues▪ Various colleagues in other departments in Cambridge, including science, conservation, communications and capacity development.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
Providing information and advice to conservation unit colleagues and selected partnership stakeholders involved in MAVA <i>Coastal wetland degradation due to coastal development and water abstraction</i> Outcome Action Plan. Supporting the IBA Conservation officer at LandSense project

3. KEY WORKING RELATIONSHIPS

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES OUTSIDE BIRDLIFE NETWORK
Liaising with MAVA Partners and stakeholders of the <i>Coastal wetland degradation due to coastal development and water abstraction</i> Outcome Action Plan, providing information and interpretation to academic researchers and others who request BirdLife data.

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Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	1	General Public	1	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	0	Press & Media	0	Institutional Funders	0
BirdLife Global Council	0	Regulators/Legislators/ Auditors	0	Individual donors/ members	0
Suppliers/Service Providers	0	Scientific Community	1	Royalty/VIPs/ High worth Individuals	0
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

<p>By main work area:</p> <p>Assist the Head of Conservation and the IBA Officer for Europe & Central Asia on the delivery of MAVA's <i>Coastal wetland degradation due to coastal development and water abstraction</i> Outcome Action Plan, ensuring all project's objectives and activities are achieved within the planned timeline. In particular to:</p> <ul style="list-style-type: none"> • Monitor the scientific literature to identify articles of relevance to the MAVA project and to the IBA programme, particularly those focused on wetland & saltpan restoration actions and effectiveness of conservation approaches by applying innovative wetland management and ecosystem services provided by wetlands. • Gather existing data and information on ongoing projects and initiatives at the project sites focused on biodiversity, hydrology and socio-economic aspects of the wetlands. • Review socio-economic data gathered from the project sites. • Gather information on site monitoring protocols for biodiversity, causes for biodiversity disturbance, water pollution drivers, ecosystem services and threats to the sites. • Supporting with logistical arrangements for the MAVA project such as organising travel and workshops. <p>Other duties could include:</p> <ul style="list-style-type: none"> • Support with MAVA project administrative tasks • Support the ECA IBA Officer in the implementation of BirdLife's IBA Strategy • Support the development of a threat reporting mobile app for the citizen science project LandSense.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts: Funders	None

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Contracts: Staff/Consultants	None
Contracts: Service providers	None
Legal Responsibility	None
Other	Responsible for ensuring scientific standards are met and that written outputs are to a high standard.

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Bachelors degree, or equivalent experience, in a relevant scientific or environmental subject.
Job Specific Education/Qualification	Demonstrable skills and experience gained in an appropriate field.
Job Specific Knowledge	Good general knowledge of European bird species and their preferred habitats (e.g. conservation status, distribution, abundance, ecology and threats). Desirable research or academic background on species, site conservation, wetland restoration projects or assessment of ecosystem services. Awareness of the nature, potential uses and limitations of biodiversity data.
Experience	Previous experience with EU-funded and/or international projects desirable but not compulsory Experience with analysing and interpreting scientific data
Management & organisational skills	Well organised and able to manage pressure, coordinating concurrent activities, prioritising workload effectively to meet deadlines. Excellent concentration and attention to detail, with the ability to undertake repetitive tasks accurately and consistently.
Communications skills	Ability to explain technical issues in an understandable way and to persuade different audiences to take legitimate concerns into account.
Creativity & initiative	Ambition to explore and develop new approaches within the European & Central Asian Species Programme, and to help shape its future development. Ability to pursue new and unfamiliar challenges, work independently and devise innovative solutions to novel challenges. Flexibility and adaptability to respond to changing circumstances.
Computer Literacy	High proficiency in Microsoft Office (especially Outlook, Word, Excel and

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	PowerPoint, and ideally Access). Understanding of the issues involved in transferring data between formats. Familiarity (and ideally some practical experience) with ArcGIS software. Previous experience with BirdLife's World Biodiversity Database desirable
Languages	High level of fluency in English (and preferably other European languages). Ability to avoid jargon and use clear, simple language when required.
Travel requirements	Not planned, but possible visits to relevant wetlands and saltpans (funding depending).
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Genuine interest in and commitment to the environment, bird conservation, the NGO sector and civil society.	

Prepared by:	Date:
Sofia Capellán & Iván Ramírez	November 2017