

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

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

**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**

<b>REPORTING TO (LINE MANAGER):</b>
Head of Conservation for Europe and Central Asia
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
None
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
<ul style="list-style-type: none"> <li>▪ All European &amp; Central Asia Conservation staff based in Cambridge and Brussels BirdLife offices.</li> <li>▪ All MAVA Project Partners working within M3</li> <li>▪ 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</li> <li>▪ Various colleagues in other departments in Cambridge, including science, conservation, communications and capacity development.</li> </ul>
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</b>
Providing information and advice to conservation unit colleagues and selected partnership stakeholders involved in the <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**

<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES OUTSIDE BIRDLIFE NETWORK</b>
Liaising with Project 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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<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	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
<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**

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

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

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

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

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Bachelors degree, or equivalent experience, in a relevant scientific or environmental subject.
<b>Job Specific Education/Qualification</b>	Demonstrable skills and experience gained in an appropriate field.
<b>Job Specific Knowledge</b>	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.
<b>Experience</b>	Previous experience working with project management tools, such as Gantt Charts, logframes and budgets is highly desirable. Previous experience with EU-funded and/or international projects desirable but not compulsory Experience working with GIS tools highly desirable.
<b>Management &amp; organisational skills</b>	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.
<b>Communications skills</b>	Ability to explain technical issues in an understandable way and to persuade different audiences to take legitimate concerns into account.
<b>Creativity &amp; initiative</b>	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.
<b>Computer Literacy</b>	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
<b>Languages</b>	High level of fluency in English and French is required. Ability to avoid jargon and use clear, simple language when required.
<b>Travel requirements</b>	Not planned, but possible visits to relevant wetlands and saltpans (funding depending).
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
Genuine interest in and commitment to the environment, bird conservation, the NGO sector and civil society.	

<b>Prepared by:</b>	<b>Date:</b>
Iván Ramírez	December 2018