

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Technical Assistant for LIFE EuroSAP Project
DIVISION/DEPARTMENT:	European & Central Asia Division
LOCATION	Cambridge, UK

1. OVERALL PURPOSE OF JOB

To assist the Species Conservation Officer for Europe & Central Asia on the delivery of the EU funded LIFE EURO SAP project on European Species Action Plan, ensuring all project's objectives and activities are achieved within the planned timeline.
To assist in the specific actions listed under this project, with special focus on helping project partners on the delivery of the communications and project management actions.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Species Conservation Officer
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
Not applicable
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
All European & Central Asia Conservation staff based in Cambridge and Brussels BirdLife offices. All LIFE Project Partners and colleagues at the Conservation unit within the European and Central Asia (ECA) secretariat and Brussels-based colleagues working on policy, communications and fundraising. Relevant staff based at international conservation or migratory species organisations (WWF, IUCN, CMS, AEWA, others). Global Secretariat staff in Science, Policy and Information Management (SPI) Department, especially exchanging information on the Global Species Programme. Various colleagues in other departments, including conservation, communications and capacity development.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
Communicating with relevant staff of all Project Partners and key stakeholders involved in the LIFE EURO SAP project, especially coordinators of national species monitoring programmes and action plans.

3. KEY WORKING RELATIONSHIPS

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES OUTSIDE BIRDLIFE NETWORK
Liaising with members of the LIFE EUROSAP project during the final months of its implementation, the job holder will focus on project actions related to communication and dissemination, as well as project management and the monitoring of project results. The job holder will support the Species Conservation Officer and other members of the team in organising the Final Conference of the project, delivering a Layman's Report and other materials, and the elaboration of the Final Project Report, as described in the project application.

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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	1	Institutional Funders	1
BirdLife Global Council	0	Regulators/Legislators/ Auditors	0	Individual donors/ members	0
Suppliers/Service Providers	1	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

By main work area:
<p>Ensure high quality and timely delivery of all project actions, in particular:</p> <ul style="list-style-type: none"> • Ensure that the Final Drafts of the 9 Species Action Plans developed under the LIFE EuroSAP Project are of high quality and timely submitted for adoption to the responsible legal frameworks. • Assist with organising the Final Conference of the project back-to-back with the First meeting of the European Species Coordination Group by providing help with the logistics of the two events, maintaining correspondence with the invitees and speakers, preparing and distributing information materials before, during and after the events, and being responsible for the registration of participants during the Conference. • Help with the elaboration of a Layman’s Report and Final Report in close collaboration with the Project Coordinator, the Head of Conservation and the Communications Assistant. • Prepare an International Networking Plan and project AfterLIFE Plan through gathering and coordinating information from the project partners.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	none
Contracts: Funders	none
Contracts: Staff/Consultants	none
Contracts: Service providers	none
Legal Responsibility	none

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Other	Responsible for assisting the project team in the delivering high quality reports, materials and events at the final stage of the project.
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6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Bachelor's 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 knowledge of European bird species (e.g. conservation status, distribution, abundance, ecology and threats). Familiarity with international conservation issues, including relevant environmental conventions, instruments and processes (especially EU Directives).
Experience	Previous experience with EU-funded and/or international projects, especially reporting. Previous experience working with Species Action Plan related projects. Previous experience of organising international conferences/events for up to 150 people.
Management & organisational skills	Well organised and able to manage pressure, coordinating a wide range of concurrent activities. Self-motivation to act independently, but also to work collaboratively in a team spread across several locations. Excellent planning abilities.
Communications skills	Excellent communication skills, both verbal and written. Ability to explain technical issues in an understandable way and to persuade different audiences to take legitimate concerns into account. Proven skills in critically assessing and synthesising information, and in producing accurate and concise written summaries.
Creativity & initiative	Ability to solve problems effectively, with creativity and confidence. 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 PowerPoint, and ideally Access).
Languages	High level of fluency in English (and preferably other European languages). Ability to avoid jargon and use clear, simple language when required.

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Travel requirements	Occasional travel, mainly to Brussels.
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:
Anna Staneva (Species Conservation Officer for Europe and Central Asia)	November 2017