

## PARTNERSHIP COORDINATOR

<b>JOB TITLE:</b>	<b>Partnership and Capacity Development Coordinator</b>
<b>DEPARTMENT:</b>	<b>Partnership, Community and Capacities</b>
<b>DIVISION:</b>	<b>Partnership and Capacity Development (Africa Secretariat)</b>

### 1. OVERALL PURPOSE OF JOB

<ul style="list-style-type: none"> <li>• Lead the Partnership and Capacity Development Department for the Africa region, taking into account the BirdLife Strategy, the Quality Assurance System results and differentiated roles of BirdLife Secretariat and BirdLife Partners in accordance with the BirdLife Operational Procedures.</li> <li>• Promote the engagement of Partners in implementing the BirdLife Strategy and provide support in the implementation of the Partnership Development Plan in Africa.</li> </ul>
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### 2. STAFF RELATIONSHIPS

<b>REPORTING TO (LINE MANAGER):</b>
<ul style="list-style-type: none"> <li>• Regional Director, Africa</li> </ul>
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
<ul style="list-style-type: none"> <li>• Capacity Development Officer</li> <li>• Local Engagement and Empowerment Officer (<i>tbr</i>)</li> </ul>
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
<ul style="list-style-type: none"> <li>• Head of Dakar Office</li> <li>• Conservation and Fundraising, Communications &amp; Policy Advocacy Divisions</li> <li>• Finance and Administration team</li> <li>• Fundraising Officer</li> <li>• Capacity Development Officer</li> <li>• Partner Development Officers</li> <li>• Local Engagement and Empowerment Officer</li> <li>• Partnership, Communities and Capacity Development Division in Cambridge</li> </ul>
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</b>
<ul style="list-style-type: none"> <li>• Africa BirdLife network organisation CEOs and staff involved with capacity development, network development, and strategic alliances</li> <li>• Staff of Supporting Partners e.g. RSPB, NABU, VBN, SEO – especially those involved with capacity development in the context of the Partner to Partner Capacity Development System</li> </ul>

### 3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	3	General Public	2	Institutional policy makers /Politicians/ Corporations	2
BirdLife Advisory Groups, Committees, Reg. Councils	2	Press & Media	2	Institutional Funders	2
BirdLife Global Council	0	Regulators/Legislators/ Auditors	1	Individual donors/ members	2
Suppliers/Service Providers	1	Scientific Community	1	Royalty/VIPs/ High worth Individuals	1
<p><b>Level of Contact</b></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". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.</p> <p>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.</p>					

#### 4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

Promote the engagement of Partners and provide support in the implementation of the Network Development Plan in Africa.

**1. Partnerships and Network Development**

- Provide strategic guidance in the effective implementation of the Africa Partnership Development Plan, ensuring that all capacity building resources available at regional and global levels are efficiently deployed.
- Promote the engagement of Supporting Partners in capacity building and programme implementation, ensuring that relationships with Partners are respectful and are aligned to the BirdLife procedures.

**2. Engagement of BirdLife Africa Partners**

- Support Partners to meet the BirdLife Criteria
- Provide support in building partners' capacity, including through application of BirdLife tool and guidelines for capacity development
- Develop TOR and identify appropriate personnel to engage national conservation NGOs where BirdLife is not represented with a view to develop a long-term BirdLife presence for conservation action
- Coordinate evaluation of partners' progress evaluation and needs according to the Quality Assurance System (QAS), and facilitate the development of strengthening plans that reflect the results of such self-assessment.

**3. Communications and strategic alliances**

- Foster effective coordination and communication in the partnership, and keep partners updated on skills, best practices and resources that they can access from BirdLife Secretariat.
- Promote the achievements and lessons learned in the BirdLife Africa Partnership.
- Develop and manage strategic relationships with NGOs, international and regional institutions relevant to the partnership and capacity development plan.
- Foster strategic partnerships with relevant state and non-state actors (government and intergovernmental organisations, national and regional institutions, development agencies, donor community and private sector) towards achievement of BirdLife's objectives.
- Promote capacity development of target stakeholders, particularly civil society, communities, government and private sector in West Africa.

**4. Mobilise resources for the Partnership**

- Support fundraising drive for strengthening the partnership, including through cultivation and maintenance of relationships with donors and development institutions

- Lead the development and implementation of large scale projects on people, partnership and capacity development.
5. **Country support**
- For a specific suite of countries, provide focused Country Programme support to ensure that the Partners attain excellence in organisational management and conservation impact
  - Coordinate with Supporting Partners in specific countries to develop and deliver country visions for BirdLife engagement
  - Manage Partner Development and coordination frameworks.
6. Any other duties as delegated by the Regional Director, Africa

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

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Credit Card for GBP 1,500 Commit expenses within agreed project and programme budgets.
<b>Contracts – Funders</b>	None
<b>Contracts – Staff/Consultants</b>	Negotiate contracts, manage delivery, involvement in setting pay and benefit levels in line with BirdLife policy and procedures
<b>Contracts – Service providers</b>	Negotiate contracts, oversee delivery
<b>Legal Responsibility</b>	None

## 6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
<b>Minimum General Education</b>	Postgraduate degree in relevant field or equivalent
<b>Job Specific Education/Qualification</b>	Qualification and background in natural sciences, development, sociology or relevant qualification with demonstrable experience at senior level.
<b>Job Specific Knowledge</b>	Good understanding of NGO development and Natural Resource Management in Africa
<b>Experience</b>	Established track record relevant experience in organisational and capacity development. Significant hands-on training and strategic planning delivery experience. Experience in team management.
<b>Management &amp; organisational skills</b>	Strong project, coordination and people management skills. Ability to organise and manage own and other people's time/priorities.  Work with a high level of initiative and work well under pressure.
<b>Strategic skills</b>	Ability to develop a clearly defined and focused business vision and personal vision. Skilled at both thinking with a strategic purpose as well as creating a visioning process.  Work collaboratively with colleagues to achieve organisational goals, solicits input by genuinely valuing others' ideas and expertise.
<b>Communications skills</b>	Effective at building strong working relationships  Strong internal and external communications skills.  Impressive oral and writing skills
<b>Fundraising skills</b>	Building effective donor relations, writing sound proposals
<b>Creativity &amp; Initiative</b>	Effective at analysing complex environments and resolving problems with practical solutions.  Ability to motivate and guide staff particularly in non line-management relationship.
<b>Computer Literacy</b>	Sound IT literacy in Word, Excel, Email, Internet and PowerPoint.
<b>Languages</b>	Skills in written, spoken and comprehension for both English and French (other relevant languages an advantage)
<b>Travel requirements</b>	Likely frequent travel within Africa to Partners, Partnership Meetings. Likely expectation 3-6 weeks annually
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	

Discretion with confidential matters of all kinds.

A can – do attitude and strong will to succeed.

<b>Prepared by:</b>	<b>Date:</b>
Ademola Ajagbe	2 August 2021