JOB TITLE:	Red List Assistant
DIVISION/DEPARTMENT:	Science/SPI

1. OVERALL PURPOSE OF JOB

To support BirdLife's work on assessing the IUCN Red List status of the world's birds.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):

Red List Officer

REPORTING TO JOB HOLDER (LINE MANAGED STAFF):

Supervise volunteers/interns as appropriate.

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT

Working closely with other Science staff, in particular Red List Team members, plus colleagues in the Biodiversity Data Management Unit, Communications and Regional Secretariats as appropriate.

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK

None

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	2	General Public	1	Institutional policy makers /Politicians/ Corporations	0
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	1	Scientific Community	2	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:
Supporting BirdLife's IUCN Red List assessments for the world's birds, including: • collating, synthesizing and analysing new published and unpublished information on status, distribution and threats to each species • updating data fields and text accounts, and running Red List assessments in the Species Information Service (SIS) database • improving and updating BirdLife's digital distribution maps of the world's birds using published and unpublished information and correspondence with experts • improving other relevant datasets on species • contacting reviewers to update and check this information, and incorporating such updates • working with colleagues in Science, Biodiversity Data Management Unit and Communications to help deliver completed Red List updates in a timely fashion

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
Other	Responsible for ensuring work is completed to high scientific standards

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Educated to at least degree level (higher degree beneficial, but not essential).
Job Specific Education/ Qualification	A degree in a relevant biological or environmental subject.
Job Specific Knowledge	Good understanding of IUCN Red List categories, criteria and their application. Good knowledge of the world's birds, their distribution and ecology. Good knowledge of global biodiversity conservation issues.
Experience	Relevant experience in conservation science in general. Experience in species threat assessment, preferably including application of the IUCN Red List criteria. Experience of collating, verifying, analysing, interpreting and disseminating biological data (e.g. publications and reports).
Management & organisational skills	Good organisational skills. Proven ability to work under pressure and meet deadlines. Good concentration and attention to detail, with the ability to undertake repetitive tasks accurately and consistently.
Communications skills	Excellent English writing skills in a scientific style. Proven skills in critically assessing and synthesising information, and in producing accurate and concise written summaries. Proven ability to work in a team and achieve shared goals.
Creativity & Initiative	Ability and willingness to contribute ideas to improve the effectiveness and efficiency of delivering project outputs.
Computer Literacy	Proficient in Microsoft Office (especially Outlook, Word and Excel). Proficiency and practical experience with GIS software (preferably ArcGIS).
Languages	Highly proficient in English (other languages beneficial, but not essential). Ability to avoid jargon and use clear, simple language when required.
Travel requirements	None

Prepared by:	Date:
Global Science Coordinator (Species)	31 March 2022