JOB TITLE: Vice President of Regions and Partnership  
DIVISION/DEPARTMENT: Regions and Partnership

1. OVERALL PURPOSE OF JOB

To lead the six Regional Teams enabling them to implement their individual regional plans, and bringing them together to learn from each other, design and implement trans-regional initiatives and contribute to the implementation of the Global Strategy.

To lead and implement the global network development strategies and plans for BirdLife and support the strategic growth and strengthening of the Partners in the global network, including but not limited to capacity development in coordination with the Regional Directors and in accordance with a global plan of network growth.

Represent the voice of the regional teams at the executive leadership team.

To advance BirdLife International's reputation amongst key external stakeholders.

Lead, develop and motivate the team, acting as a positive role model.

Continuously develop internal and external networks to achieve goals and promote BirdLife. Act as an ambassador for BirdLife's reputation and excellence.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Chief Executive Officer

REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
Regional Directors: Africa, Asia, Americas, ECA, Middle East, Pacific
Head of Partnership, Communities and Capacity Development (PCCD)
Executive Assistant, Secretariat and PCCD

PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:
Member of the Executive Team and BirdLife Global Leadership team.
Leads the Senior Leadership Team.
Departmental Heads, Programme leads and other management staff in Secretariat offices

PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK:
Global Council and Regional Committees
Partner Directors and other senior staff across the Partnership

3. KEY WORKING RELATIONSHIPS GRID

<table>
<thead>
<tr>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BirdLife network/NGOs</td>
<td>3</td>
<td>General public</td>
<td>2</td>
<td>Policy makers</td>
<td>2</td>
</tr>
<tr>
<td>BirdLife advisory group,</td>
<td>3</td>
<td>Press &amp; media</td>
<td>2</td>
<td>Funding organisations</td>
<td>3</td>
</tr>
<tr>
<td>committees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BirdLife Global Council</td>
<td>3</td>
<td>Regulators/</td>
<td>1</td>
<td>Individual donors/ members</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>auditors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suppliers/service providers</td>
<td>2</td>
<td>Scientific</td>
<td>2</td>
<td>VIPs/ royalty/</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>community</td>
<td></td>
<td>high worth individuals</td>
<td></td>
</tr>
</tbody>
</table>

Level of Contact
1. = General Informing/providing information. Primarily of an internal nature, may have some independent outside exposure and contact.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

**Strategy and Vision**
1. Develop and lead the regional teams supporting Partners and leading the implementation of the regional plans to achieve the 2023 strategy while enabling Regions to work and learn from each other.
2. Develop and lead the strategy and vision to:
   - Develop the Partnership network
   - Develop Partners’ capacity.
3. Contribute to and share responsibility for the management of the BirdLife Secretariat and contribute to the development of long-term strategy, target setting, fundraising and financial planning for the BirdLife Secretariat.
4. Provide high level strategic input to the evolution of BirdLife, and lead or support development of, and target-setting for, the BirdLife Strategy as required.
5. Lead the Senior Leadership Team enabling Regional Directors, Head of Partnership and Capacity Development and Sr Director of Policy to assess progress against the strategy.
6. Member of the Executive and Global Leadership Teams representing the six regions and Partnership and Capacity Development.

**Fundraising**
7. In collaboration with the Chief Development Officer, develop and support regional and cross regional fundraising initiatives and enable collaboration and coordination between regions for cross-regional fundraising.

**Team Management**
8. Lead, develop and motivate the Regions and Partnership team, supporting Regional Directors and Head of PCCD to achieve their goals, while ensuring a cohesive divisional approach overall.
9. Fully embrace BirdLife’s culture and values and actively works to achieve its goals, acting as a positive role model to create and sustain a work environment of mutual respect where team members strive to achieve excellence.
10. Bring together the regions to create synergy, knowledge transfer and alignment behind a clear strategic vision for the partnership and for the global implementation of the 2023 BirdLife Strategy.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

<table>
<thead>
<tr>
<th>RESPONSIBILITY AREA</th>
<th>LEVEL OF AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial/Budgetary</td>
<td>Management of Influence department budget, workplan and systems</td>
</tr>
<tr>
<td>Contracts – Funders</td>
<td>As delegated by CEO, up to value of £250k</td>
</tr>
<tr>
<td>Contracts – Staff/Consultants</td>
<td>Consultancy contracts up to value of £100k</td>
</tr>
<tr>
<td></td>
<td>Employment contracts, in line with internal procedures</td>
</tr>
<tr>
<td>Contracts – Service providers</td>
<td>As delegated by CEO, up to value of £250k</td>
</tr>
</tbody>
</table>
### 6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>KNOWLEDGE/SKILLS/ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Specific Education/ Qualification</td>
<td>• Post graduate level, or equivalent experience, in Conservation, NGO management</td>
</tr>
</tbody>
</table>
| Professional knowledge and experience | • Proven track record of operating in a strategic role within a global organisation  
• Experience of capacity development and partnership management and development  
• Proven fundraising experience and demonstrated capacity to manage and maintain high level donor relations |
| Management, people & organisational skills | • Demonstrated leadership in managing a diverse and multi located team and delivering strong strategic impact.  
• The ability the analyse and assess complex multi-dimensional challenges and develop innovative solutions at a strategic level  
• Strong organisational skills with the ability to manage time, balance competing priorities and maintaining progress on multiple tasks and work areas, and ability to guide others in the same |
| Communications skills | • Excellent verbal and written communication skills.  
• Capacity to represent BirdLife at high-level decision-making meetings with donors, private sector leaders and government agencies  
• The ability to influence and build relationships through informed vision, political skills and networking |
| Languages | • Fluent in English. Other languages an advantage. |
| Travel requirements | • Willingness to travel for up to 2-3 weeks at a time, as required and appropriate. |

**Prepared by:**  
PZ/HB/LF  
**Date:**  
June 2022