JOB TITLE: Global Energy Policy Officer
DIVISION/DEPARTMENT: Policy Division

1. OVERALL PURPOSE OF JOB

- To support coordination of BirdLife’s policy agenda focussed on a nature-safe transition from fossil fuels to renewable energy to achieve a carbon neutral, nature positive, equitable future.

- To work to ensure biodiversity policy safeguards are incorporated in renewable energy developments through developing, disseminating and advocating best policy practice, guidance and tools on a range of energy sector and development issues, to key decision makers in government, business, industry, and the finance sector.

- To support the Global Climate Change Policy Coordinator in the coordination and delivery of impact of the Convention on Migratory Species (CMS) Energy Task Force (ETF).

- To shape and deliver the policy and advocacy component of cross-regional BirdLife projects and initiatives concerning renewable energy and climate change.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Global Climate Change Policy Coordinator

REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None

PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:
(Include nature of work relationship)

- Colleagues in the Global Policy Department
- Senior Conservation Scientist leading on sensitivity mapping tools and science content
- Flyways and Climate Programme Coordinators
- Regional policy, climate and flyways staff including the Europe and Central Asia (ECA) Senior Energy Officer and others leading on multi-regional flyways and energy projects and initiatives
- Staff in business and conservation finance departments
- Communications staff

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK:
(Include nature of work relationship)

- Staff across the BirdLife Partnership, particularly those involved in policy and advocacy and including project staff
- BirdLife Partner staff working on the climate and energy agenda
- IBAT Partners
3. KEY WORKING RELATIONSHIPS

<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 Organisation Staff</td>
<td>3</td>
<td>General Public</td>
<td>1</td>
<td>Institutional policy makers/Politicians/Corporations</td>
<td>2</td>
</tr>
<tr>
<td>BirdLife Advisory Groups, Committees, Reg. Councils</td>
<td>1</td>
<td>Press &amp; Media</td>
<td>1</td>
<td>Institutional Funders</td>
<td>2</td>
</tr>
<tr>
<td>BirdLife Global Council</td>
<td>1</td>
<td>Regulators/Legislators/ Auditors</td>
<td>1</td>
<td>Individual donors/members</td>
<td>1</td>
</tr>
<tr>
<td>Suppliers/Service Providers</td>
<td>2</td>
<td>Scientific Community</td>
<td>2</td>
<td>Royalty/VIPs/High worth Individuals</td>
<td>1</td>
</tr>
</tbody>
</table>

**Level of Contact**
1. = General Informing. “Appearance, first impressions”. May have some independent outside exposure and contact, primarily informative.
3. = Justifying/Negotiating - “Influencing decision makers”. Independent exposure as lead contact, representing BirdLife to highly influential people. Responsible for complex and sensitive/high risk communications.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

**Policy positions and safeguards**

1. To develop and maintain policy positions and undertake targeted advocacy delivering BirdLife’s Strategy objectives related to a just transition to nature-safe renewables and climate change.

2. Contribute to policy reviews and consultations and advocate for the integration of biodiversity safeguards and nature-safe renewable energy within sectoral plans and policies of government, financing institutions and the private sector.

3. Support promotion of best practice policy guidance materials and sensitivity mapping tools to influence decision makers to avoid negative impacts and maximise benefits to nature.

4. Contribute to BirdLife’s work to strengthening Environmental, Social and Governance (ESG) through provision of policy guidance on the use of biodiversity tools and data co-managed by BirdLife and third parties, including the Integrated Biodiversity Assessment Tool (IBAT).

**CMS Energy Task Force**

5. Provide support under the Coordination Team in BirdLife’s role of coordination of the Convention on Migratory Species Energy Task Force.

**Support to the BirdLife Partnership**

6. Provide policy support to key Partner staff to help realise strategic and advocacy objectives with their national governments and through multi-stakeholder platforms, in particular relating to biodiversity safeguards and energy, and climate change.

**Collaboration**

7. Represent BirdLife in key stakeholder networks and present at relevant meetings and conferences where appropriate.
Fundraising
8. Contribute to fundraising activities to advance BirdLife’s work on a just transition to nature-safe renewable energy development.

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>Authorised to make expenditure within previously agreed budget limits.</td>
</tr>
<tr>
<td>Contracts – Funders / Staff/Consultants</td>
<td>As appropriate</td>
</tr>
<tr>
<td>Contracts – Service providers</td>
<td>None</td>
</tr>
<tr>
<td>Legal Responsibility</td>
<td></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>Minimum General Education</td>
<td>• First degree level, or equivalent experience</td>
</tr>
<tr>
<td>Job Specific Education/ Qualification</td>
<td>• Degree (or equivalent experience) in a subject related to conservation or sustainable development (this could include, for example, environmental science, public policy, law or environmental economics)</td>
</tr>
</tbody>
</table>
| Job Specific Knowledge        | • Some understanding of climate change and biodiversity conservation issues in relation to the renewable energy transition  
• Some understanding of the need for conservation policy advocacy and the landscape of Multilateral Environmental Agreements |
| Experience                    | • Evidence of practice in environmental, energy and/or development policies                |
| Management & organisational skills | • Ability to work effectively with a large, decentralized team of professionals of different nationalities and to mobilize it for common goals  
• Good interpersonal and teambuilding skills  
• Ability to adapt to different situations  
• Ability to work unsupervised |
| Communications skills         | • Ability to communicate to a wide range of audiences written and orally  
• Excellent spoken and written English  
• Networking and representation skills |
| Creativity & Initiative       | • Well-developed creativity and initiative  
• Ability to analyse complex problems  
• Ability to think strategically |
<p>| Computer Literacy             | • High standard of computer literacy in all standard Microsoft packages                   |
| Languages                     | Fluent in English. Knowledge of Arabic, Spanish, French is an asset                       |
| Travel requirements           | • Occasional travel – may increase over time                                               |</p>
<table>
<thead>
<tr>
<th>Other</th>
<th>• Strong commitment to conservation</th>
</tr>
</thead>
</table>

Prepared by: Rhiannon Niven/Melanie Heath/Noelle Kumpel  
Date: December 2022