BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE: Global Flyways Policy Officer
DIVISION/DEPARTMENT: Influence Division, Policy Department

1. OVERALL PURPOSE OF JOB

This is an outstanding opportunity to drive forward work alongside BirdLife’s inspirational local NGO Partners to help safeguard some of the world’s most valuable natural sites and protected areas, as part of BirdLife International’s flagship Flyways Programme, focused on protecting migratory birds across all major global flyways.

- To shape and deliver policy and advocacy components of cross-regional BirdLife projects and initiatives concerning international site-based conservation, including through international mechanisms such as the Ramsar Convention, Convention on Migratory Species (CMS) and World Heritage Convention.
- To support the implementation of policy aspects of relevant projects and initiatives relating to site-based conservation along the flyways on behalf of BirdLife, in consultation with BirdLife Partners.
- To lead targeted casework related to MEA commitments to safeguard key sites and landscapes that are experiencing serious threats to migratory birds along BirdLife’s flyways programmes, responding to environmental, development and planning issues.
- To support work to ensure biodiversity policy safeguards are incorporated into regional development banks and other potential investors through developing, disseminating and advocating best policy practice, guidance and tools on site safeguards to key decision makers in government, business, industry, and the finance sector.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Senior Policy Manager, Sites

REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None

PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:
(Include nature of work relationship)
- Global Policy Department colleagues
- Flyways Programme Coordinators
- Senior Flyways Scientist
- Regional policy and flyways staff and others leading on multi-regional flyways 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 flyways, site casework and implementation of international agreements (specifically Ramsar, World Heritage, CMS and the CBD), particularly Senior International Casework Officers at the RSPB
- 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>
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</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>2</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>
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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

By main work area:

Emergency Casework

1. To lead targeted casework related to government commitments under MEAs to safeguard key sites and landscapes that are experiencing serious threats to migratory birds (e.g., airport development, large-scale conversion of natural habitat) in priority sites, through independent research and partner support.

2. To engage with key stakeholders involved in site casework to triage cases which may require regional or international support.

3. To coordinate engagement in development control processes and assessments, including the use of Environmental Impact Assessments (EIA) or Strategic Environmental Assessments (SEA), the Integrated Biodiversity Assessment Tool, co-managed by BirdLife International, and other sensitivity mapping tools.

4. To work closely with communications teams within the BirdLife Secretariat and Regional Offices to support coordinated public advocacy efforts.

Policy positions and safeguards

1. To review and analyse development threats and develop technical and strategic site-level support in relation to MEA commitments and gaps to aid implementation of individual flyway plans, including formulating advocacy ideas and plans in conjunction with team members and partners to offer solutions to a wide range of, inter alia, development and planning issues.

2. To develop and maintain policy positions and undertake targeted advocacy delivering BirdLife’s strategic objectives related to site-based conservation.

3. To contribute to policy reviews and consultations and advocate for the integration of environmental and social safeguards within sectoral plans and policies of government, financing institutions and the private sector.
4. To support promotion of pre-emptive development planning (e.g., via EIAs or SEAs) best practice policy guidance materials and sensitivity mapping tools to influence decision makers to avoid negative impacts and maximise benefits to nature.

5. To 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).

Support to the BirdLife Partnership

1. To 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 site-based conservation and safeguards.

2. To support systems to facilitate innovation and knowledge sharing to build collective capability.

Collaboration and coordination

1. To assess and triage site casework across the regional flyways, identifying where extra support is required at a regional or international level.

2. To represent BirdLife in key stakeholder networks and present at relevant meetings and conferences where appropriate.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

<table>
<thead>
<tr>
<th>RESPONSIBILITY AREA</th>
<th>LEVEL OF AUTHORITY</th>
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<tbody>
<tr>
<td>Financial/Budgetary</td>
<td>Authorised to make expenditure within previously agreed budget limits.</td>
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<tr>
<td>Contracts – Funders / Staff/Consultants</td>
<td>As appropriate</td>
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<tr>
<td>Contracts – Service providers</td>
<td>None</td>
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<tr>
<td>Legal Responsibility</td>
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6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>KNOWLEDGE/SKILLS/ATTRIBUTES</th>
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<tr>
<td>Minimum General Education</td>
<td>• First degree level, or equivalent experience.</td>
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<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, geography, public policy, law or environmental economics).</td>
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| Job Specific Knowledge | • A good understanding of environment/ biodiversity policy, in particular policies related to site casework and environmental and development control processes.  
• A working understanding of national, regional, or global institutions relevant to site-based conservation.  
• Some understanding of the landscape of Multilateral Environmental Agreements. |
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| Experience | • An understanding of the role of public facing communications/campaigns in supporting policy and advocacy. |
| Management & organisational skills | • Experience of working with environmental and/or development policies.  
• Experience of development control processes and assessments, such as conservation management plans, Strategic Environmental Assessment (SEA), Environmental Impact Assessment (EIA) and Environmental and Social Impact Assessments (ESIA) is desirable.  
• Experience of establishing various stakeholder relationships and different modes of effective communication across differing stakeholders. |
| Communications 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 work flexibly given different time zones, within reason.  
• Ability to adapt to different situations.  
• Ability to work unsupervised. |
| Creativity & Initiative | • Well-developed creativity and initiative to formulate advocacy ideas and plans.  
• Ability to undertake independent research and analyse complex problems.  
• Ability to think strategically. |
| Computer Literacy | • High standard of computer literacy in all standard Microsoft packages. |
| Languages | • Fluent in English.  
• Knowledge of French would be an asset. |
| Travel requirements | • Occasional travel – may increase over time. |
| Other | • Strong commitment to conservation and sustainable development. |

Prepared by: Senior Policy Manager, Sites | Date: August 2023