

## BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

<b>JOB TITLE:</b>	Forests Programme Officer
<b>DIVISION:</b>	Conservation Division Forests Programme

### 1. OVERALL PURPOSE

#### Context

BirdLife International Partners work in some of the most important tropical forest landscapes around the world. We have prioritized a set of flagship landscapes covering over 2.6 million hectares of Key Biodiversity Areas, which are highly important for the survival of endemic and threatened biodiversity and where the BirdLife Partnership is aiming to deliver impactful conservation to benefit biodiversity, the climate and human wellbeing. Birdlife and Partners work with local stakeholders to support conservation and restoration of these landscapes and aim to develop sustainable solutions that will endure in the long-term.

Since 2019, BirdLife International's Forest Impact Accelerator has been supporting Partners to design and implement sustainable finance initiatives in these landscapes. The Accelerator is designed to identify, develop, test and deliver sustainable financing solutions that can support positive conservation and social impact in these flagship landscapes long-term. The Accelerator portfolio includes carbon projects, conservation enterprises, PES funds, and other mechanisms.

In addition, we have a programme of work to advance forest restoration, including development of a restoration project pipeline, and being an active member of the Trillion Trees partnership, a joint venture for forests between BirdLife, Wildlife Conservation Society (WCS) and the Worldwide Fund for Nature (WWF). A major focus of Trillion Trees is to secure new pathways and large-scale funding for forest landscape restoration.

Programmatic growth areas include expansion of our sustainable financing portfolio, development of a dashboard platform to support monitoring and impact evaluation, and exploration of a blended financing mechanism for the portfolio based on impact measures.

#### Purpose

The Forests Programme Officer role will have two main areas of work:

- Lead the Forest Impact Accelerator, including day-to-day operations, adaptive management of the initiative, monitoring impact, and leading growth strategies for the Accelerator
- Advance a portfolio of forest restoration projects from across the Partnership, and develop mechanisms, including through Trillion Trees, to effectively channel funding to this portfolio.

The role will be a core member of the Forests Programme, inputting to strategy and ensuring impact, and participating in wider programmatic initiatives.

The FPO will work in close collaboration with the others in the BirdLife Secretariat (both in Cambridge and in regional offices), BirdLife Partners, Trillion Trees partner organizations, and other technical partners and external consultants.

### 2. STAFF RELATIONSHIPS

<b>REPORTING TO (LINE MANAGER):</b>
Senior Forests Programme Advisor
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
Oversees consultants. No line-managed staff at present.
<b>PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:</b>
Staff throughout the Secretariat at the planning and senior management level, on matters relating to forest conservation, forest financing and project development. Working particularly closely with: <ul style="list-style-type: none"><li>• Forests Programme team – both in Cambridge and around the world,</li><li>• Head of Forests Programme – in particular relating to engagement with Trillion Trees,</li></ul>

## **BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

- The Partnership team in relation to capacity building, safeguards and engagement with local stakeholders,
- Science and IM teams on impact measures,
- The Fundraising and Communications teams to support promotion and funding of the Accelerator and the Forests Programme as a whole, and
- Finance and Legal on grant management and compliance.

They also occasionally engage with the CEO, Global and Regional Directors, and other staff to provide updates on the Accelerator, Partners and other issues.

### **PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :**

Post-holder will engage regularly with BirdLife Partners working through the Accelerator and those developing forest landscape restoration projects. They may provide advice and information to a wide range of Partners engaged with the Forests Programme. They will collaborate to develop large-scale project ideas and facilitate the preparation of proposals with Partners.

The post-holder will work closely with Trillion Trees “core” staff, and colleagues from WCS and WWF, as well as with other technical and financial partner organizations.

### **3. KEY WORKING RELATIONSHIPS**

<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>
BirdLife Network Organisation Staff	3	General Public	2	Institutional policy makers /Politicians/ Corporations	3
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	2	Institutional Funders	3
BirdLife Global Council	1	Regulators/Legislators/ Auditors	1	Individual donors/ members	1
Suppliers/Service Providers	3	Scientific Community	2	Royalty/VIPs/ High worth Individuals	1

#### **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". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.

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:**

##### Lead the BirdLife Forest Impact Accelerator (60%)

- Guide the Accelerator strategy and act as focal point for Partners, BirdLife teams and external donors. Monitor the progress of the Cohort, adaptively manage the Accelerator strategy and workplan to reflect needs.
- Design, coordinate and deliver a technical training and exchange programme for Accelerator cohorts, including webinars, meetings and other events. Select and oversee external consultant(s) to provide targeted technical support as needed.
- Provide direct technical support and guidance to Accelerator cohorts, including providing input to strategies, business plans and other components of projects.

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

- Coordinate the Acceleration Coordination Team (ACT), made up of members of BirdLife teams, to provide guidance and support to the Accelerator. Ensure diverse representation, clear pathways for input, and recognition for time invested by ACT members.
- Run the proposal and grantmaking process for seed grants, as agreed in collaboration with the ACT.
- Plan and deliver external-facing communications events and other content to promote the Accelerator.
- Oversee Accelerator budget management. Lead reporting to donors that fund the Accelerator.
- Lead fundraising efforts to secure resources for Accelerator for future years, including identification of new funding sources where possible and pitching directly to funders.
- Coordinate design of a dashboard to measure and monitor the impact of the Forest Impact Accelerator (with potential expansion to other projects and landscapes in the Programme)

Lead the Forest Landscape Restoration portfolio (40%)

- Work with Regional Forest Coordinators to develop a diverse portfolio of forest restoration projects from across the BirdLife Partnership and build links and opportunities for this portfolio with Trillion Trees.
- Support Partners in the development of restoration strategies and approaches by providing thought leadership, enabling knowledge exchange among Partners and key institutions, and inputting to internal restoration guidance and resources for prioritization.
- Support the scale up and oversight of the Trillion Trees Reforest Fund and other mechanisms to engage funders to support restoration, and to monitor impact. This can include pitching directly to funders.
- Manage specific global and regional restoration grants and funding as needed.

The role will also support development and implementation of Programme growth areas, such as tools to monitor impact, and the design of a finance mechanism. The role will also support internal and external reporting against the Forests Programme targets and metrics, and communications and fundraising for the Programme and specific initiatives as needed.

Deliverables for the post will be outlined in an annual work plan and will be agreed between the post holder and his/her line manager.

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

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Delegated authority from Head of Division as needed to spend from project budgets
<b>Contracts – Funders</b>	Delegated responsibility as needed to submit proposals and negotiate contracts
<b>Contracts – Staff/Consultants</b>	Delegated responsibility to hire short term/project staff/consultants and recruit interns/volunteers (resource dependent)
<b>Contracts – Service providers</b>	May have delegated responsibility to negotiate contracts
<b>Legal Responsibility</b>	May have delegated responsibility to negotiate funding contracts

**6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Job Specific Education/Qualification</b>	<ul style="list-style-type: none"> <li>• Undergraduate degree in a relevant subject (e.g. natural resource management, conservation, sustainable development, economics, international relations). Relevant postgraduate qualification desirable</li> </ul>
<b>Job Specific Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of forest and/or landscape conservation approaches, and related sustainable funding mechanisms and trends.</li> <li>• Good understanding of the concept of sustainable finance and the role it plays in tropical forest conservation. Particular knowledge of conservation business planning, forest carbon project development, conservation enterprise development and/or fund development is highly desirable.</li> </ul>

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

	<ul style="list-style-type: none"> <li>• Understanding of the ways in which individuals and teams learn and build capacity in complex topics, beyond formal training.</li> <li>• Experience with monitoring and evaluation, and how data is collected and used within conservation.</li> </ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Proven ability to coordinate projects involving multiple stakeholders across various sectors, geographies and cultural backgrounds.</li> <li>• At least 2 years' experience supporting or managing tropical forest conservation or restoration work.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience developing sustainable finance mechanisms, including conservation enterprise development, REDD+ or ARR carbon projects, Payments for Ecosystem Services (PES), conservation trust funds and/or other mechanisms.</li> <li>• Experience developing Forest Landscape Restoration (FLR) projects.</li> <li>• Experience planning and managing training programmes, learning exchanges, and/or conferences.</li> <li>• Experience working with national conservation NGOs.</li> <li>• Experience leading on proposals and pitches, for example to public funding sources, corporate partners and/or philanthropic foundations.</li> <li>• Experience working in one or more developing countries.</li> <li>• Experience overseeing consultants or staff.</li> </ul>
<b>Management &amp; organisational skills</b>	<ul style="list-style-type: none"> <li>• Ability to define a programme of work and implement that plan in close collaboration with others; in particular the ability to put in place, and follow, logical processes to develop ideas into actions</li> <li>• Ability to coordinate and proactively engage a group of stakeholders with cultural sensitivity, and foster sustained, productive dialogue across a team or group</li> <li>• Organized and able to work under pressure and ability to manage multiple portfolios of work simultaneously, setting and meeting key milestones for each over time</li> </ul>
<b>Communications skills</b>	<ul style="list-style-type: none"> <li>• Excellent spoken and written English, with demonstrated ability to communicate complex processes and ideas to specialist and non-specialist audiences.</li> <li>• Experience developing print and/or online communications materials.</li> <li>• Storytelling and presentation skills are a strong advantage.</li> </ul>
<b>Creativity &amp; Initiative</b>	<ul style="list-style-type: none"> <li>• Collaborative, flexible, and respectful of others' knowledge and experience.</li> <li>• Creative problem solving and "big thinking" highly valued, particularly around how to mobilise funding for conservation</li> <li>• Self-motivated, with the ability to learn by doing.</li> </ul>
<b>Computer Literacy</b>	<ul style="list-style-type: none"> <li>• Sound skills in using MS Office, managing e-mail and using the web.</li> <li>• Readiness to adopt and use new communications and collaboration technologies.</li> <li>• Working knowledge of GIS a plus.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>• Complete fluency in English.</li> <li>• Fluency in Spanish, Portuguese, or French a plus.</li> </ul>
<b>Travel requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to travel outside of the UK.</li> </ul>

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>
n/a

<b>Prepared by:</b>	<b>Date:</b>
Cleo Cunningham, with support from Bryna Griffin, Alice Ward-Francis	June 2024