

JOB TITLE:	Central Asian Flyway Coordinator
DIVISION/DEPARTMENT:	Asia

1. OVERALL PURPOSE OF JOB

<p>To lead the development and implementation of BirdLife's work for the conservation of migratory birds in the Central Asian Flyway, in particular:</p> <ul style="list-style-type: none"> - To coordinate the implementation of the BirdLife Conservation Strategy for the Central Asian Flyway, in close collaboration with BirdLife Partners, - To support BirdLife's engagement in the CMS Initiative for the Central Asian Flyway (ICAF), - To develop, and where needed, implement, evidence-based and cost-effective projects at key sites and species of conservation concern, and - To support the development of impactful communications through diverse media, to promote migratory bird conservation.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Flyways and Species Conservation (Asia).
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
Regional Director (Asia) Global Flyways Programme Coordinator Global Flyways Science Coordinator and Officer Regional Flyways coordinators of BirdLife Secretariats ECA and ME Other relevant experts in the ECA, ME and Asia teams Asia Finance and Business Partner Asia Communications and Fundraising Officers Global Director of Policy, RSPB Flyways Policy Lead, Flyways Policy Officer Secretariat staff engaged with AVISTEP, IBAT and other tools that support flyways conservation.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
BirdLife International Partners in countries of the Central Asian Flyway. These come from three BirdLife regions (ECA, Middle East and Asia). Additionally, engagement with some supporting partners and relevant regional committees is also envisaged.
OTHER RELATIONSHIPS
CMS Secretariat of the Initiative for the Central Asian Flyway Secretariat of Conservation of Arctic Flora and Fauna (CAFF) in relation to the Arctic Migratory Bird Initiative (AMBI).

Secretariat of the Convention on Migratory Species, AEWA, Raptors MOU, AEMLAP and the Ramsar Convention, and their relevant task forces and working groups (especially where BirdLife plays a leadership role or is a member).

3. KEY WORKING RELATIONSHIPS

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

Coordination and conservation action

- Coordinate the delivery of the BirdLife Conservation Strategy for the Central Asian Flyway.
- Stimulate active engagement of BirdLife Partners and support strengthening their capacity for (migratory) bird conservation, including through feasibility studies, fundraising and project design and management where needed.
- Support Partners to take conservation action for priority species, such as bustards, vultures, Black-necked Crane, Steppe Eagle, Saker Falcon and Sociable Lapwing.

- Manage and monitor relevant BirdLife projects, ensure their administrative and financial records are impeccable, and lead on project reporting of good quality and in line with the requirements of donors.
- Forge strategic alliances outside BirdLife as appropriate to advance the conservation of the Central Asian Flyway, including with the CMS Initiative for the Central Asian Flyway (ICAF).
- Develop new initiatives and projects to advance strategic priorities of BirdLife in close collaboration with relevant BirdLife Partners and other stakeholders, aligned with the BirdLife Flyways Programme 5-year plan, and the regional strategies of the BirdLife regions ECA, Asia and Middle East.
- Participate in BirdLife meetings as appropriate.

Communication & Fundraising

- Support Asia Communication team in the development of materials, activities and events to promote migratory bird conservation and BirdLife priorities.
- Support identification of projects and development of fundraising proposals in line with BirdLife priorities in Central Asian Flyway.
- Ensure good-quality information is available to support BirdLife fundraising, marketing and communication.
- Represent BirdLife International in relevant regional and global conservation meetings and events.
Coordinate the organisation of relevant BirdLife events at relevant international fora.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Small amount of delegated budgetary responsibility on specific budget lines. Possibility of project management responsibility as projects are developed.
Contracts – Funders	Preparation of funding proposals, and reports to funders for review by the Head of Flyways and Species Conservation (Asia).
Contracts – Staff/Consultants	Contract consultants as needed and appropriate and in consultation with the by the Head of Flyways and Species Conservation (Asia)
Contracts – Service providers	Contract service providers as needed and appropriate and in consultation with the Head of Flyways and Species Conservation (Asia), especially for the production of media and print content, and purchases.
Legal Responsibility	N/A
Other	

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Essential: MSc degree (or equivalent working experience) in a nature conservation relevant subject
Job Specific Education/Qualification	Essential: Project management training qualification (or extensive work experience) Desirable: experience in fundraising
Job Specific Knowledge	Experience with coordinating complex programmes and projects with diverse stakeholders, ideally related to conservation of migratory species. Ability to stimulate and support collaboration among stakeholders with different backgrounds and cultures. Ability to explain complex, scientific/programmatic issues to different audiences, including policymakers. Basic knowledge and experience in handling wildlife (e.g. bird ringing, satellite tagging) a plus, but not critical.
Experience	Good experience in team and project management, good track record of successfully implemented projects. Experience in proposal writing, development and project design. Some demonstrable experience and successes in fundraising.
Management & organisational skills	Good management, organisational and problem-solving skills. Able to organise own time and priorities, work with minimal supervision and work well under pressure. Good team-working ability. Good basic financial literacy (understanding budgets). Experience with managing a multi-cultural team.
Communications skills	Excellent verbal and written communication skills, with the ability to draft documents and correspondence to the highest standards of presentation, accuracy, and clarity. Tact and diplomacy in dealing with people and organisations at all levels. Pleasant, professional and confident telephone and interpersonal manner. Able to work with people with diverse nationalities and cultural backgrounds, often with non-native English speakers. Provide examples of published work is a requisite, including at least one item in peer-reviewed journals.
Creativity & Initiative	Able to summarise and simplify complex information. Able to come up with solutions for complex problems and think 'outside the box'. Pro-actively seeking opportunities to advance BirdLife's agenda for conservation at the regional level.
Computer Literacy	IT literate (Word, Excel, Access, Power Point, databases, email and internet), able to use other office technologies, able to type with speed and accuracy.

	Basic programme and map-making skills (in ArcGis or QGIS) to create maps and analyse statistical data (using R, Python) an advantage.
Languages	Fluent in English
Travel requirements	Willingness to travel overseas/away from home up to six weeks per year or more as needed and appropriate.
Other key requirements	Ambitious to advance international nature conservation. Interested in sustainable development and climate change. Discretion with confidential correspondence and other matters. Able and willing to work flexibly to meet deadlines when circumstances require.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
<ul style="list-style-type: none"> • Other languages that will be advantageous - Hindi, Russian and/or Arabic 	

Prepared by:	Date:
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