

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Forests Programme Officer (Maternity Cover)
DIVISION:	Conservation Division Forests Programme

1. OVERALL PURPOSE

Context

Increasingly, the world is waking up to the crisis of deforestation. As the understanding of the drivers and implications of global forest loss become clear, the global community is increasing its commitment to reverse this trend. There are a growing number of political and corporate commitments being made, and a variety of funding mechanisms that seek to invest in transformative change at large scale.

BirdLife International Partners work in forests around the world, incorporating conservation of core areas with threat mitigation strategies at landscape, national and global scales. This work includes “traditional” conservation of, advocating for, managing and supporting forest protected areas as well as supporting community management of forest resources. It also includes engaging in the productive economy to improve practices, inputting to policy processes to incentivize forest conservation and mitigate climate change, and contributing to the science of forest conservation. BirdLife International’s Forests Programme aims to link and advance these initiatives.

Additionally, BirdLife, along with Wildlife Conservation Society and the Worldwide Fund for Nature (WWF), have partnered under a collaborative initiative called Trillion Trees. A major focus of this partnership is to develop and secure new, large-scale funding for actions that increase global tree cover. BirdLife, WCS and WWF are already working together towards this vision, seeking synergies across our forest conservation initiatives to scale up efforts and catalyze others to join us and meet that goal.

Purpose

In this context, the Forests Programme Officer (FPO) supports BirdLife Partners and Secretariat, as well as the wider Trillion Trees partnership, to link diverse forest conservation initiatives to the global commitments, funding sources and private sector interests that can support our work.

The FPO is responsible for mobilizing large-scale funding for forests, with a particular focus on BirdLife priority forests and Trillion Trees-linked projects. This funding will be mobilized identifying, developing, pitching and closing proposals. The FPO also acts as technical support and advisor to assist in articulating the scale-up and sustainability visions for landscapes and other forest initiatives, creating clear, compelling and feasible concepts, and matching these with the opportunities that exist.

Specifically, during the maternity coverage period, the FPO will take forward a set of previously prioritized and scoped opportunities, proactively engage with funders, and adapt concepts to the opportunities that arise.

The FPO works 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

REPORTING TO (LINE MANAGER):
Head of Forests Programme
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None at present.
PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
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 the institutional fundraising team, regional staff linked to BirdLife’s flagship forest projects, and colleagues in the Forest Programme Coordination Team. In addition, he/she will work with Finance and Legal at various points to ensure that proposals and grants are coordinated, planned and budgeted in accordance with internal policies and best practices.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>

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BirdLife Partners involved in forest conservation, including both national Partners on site and supporting Partners such as RSPB. Post-holder will provide advice and information, collaborate to develop large-scale project ideas, and facilitate the preparation of proposals with Partners.

The post-holder will also work regularly and very closely with staff from WCS and WWF under the Trillion Trees partnership, as well as potentially with other technical and financial partner organizations.

3. KEY WORKING RELATIONSHIPS

(Note: Rank each contact type on level 1-3 as indicated below)

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	3	General Public	1	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	2	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:
<p>Deliverables for the post will be outlined in a work plan and will be agreed between the post holder and his/her line manager. Core deliverables will be concepts and proposals developed and submitted, relationships developed with funding sources and technical partners, and funding secured for forest landscapes and initiatives. Additional deliverables may include communications materials, strategic planning, network building and thought leadership on key issues. Responsibilities of the post fall under three main headings, listed below.</p> <p>Understand</p> <ul style="list-style-type: none"> • Maintain an understanding of BirdLife's forest work (e.g. at sites, policy, science, etc.), and how various parts of the organization contribute to the goals of this work. Understand BirdLife's experience with large-scale forest-focused funding and corporate engagement. • Coordinate with fundraising team and others to ensure coherent engagement with donors. • Cultivate collaborative links to key staff and Partners, and understand the strengths and capacities of various parts of the organization as they relate to developing and managing forest initiatives. • Strengthen the organization's knowledge of the parameters of major forest funding and finance mechanisms. Track and input to key forest sustainability fora, and maintain working knowledge of public and private sector forest funding and finance issues. • Support shaping and framing concepts, programme objectives and communications materials in the context of the global agenda on forests. <p>Plan</p> <ul style="list-style-type: none"> • Using previously scoped and prioritized opportunities as foundation, assist Partners and Secretariat staff to articulate long term vision of forest work, the financial implications of their goals, potential forest funding opportunities and how these align with needs and ambitions. • Track and prioritize opportunities for matching funding sources to BirdLife's forest conservation ambitions. Identify future opportunities that could be developed to an investable level, given seed-funding, piloting,

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expanded partnerships etc. Particular focus on advancing proposals to US-based foundations and public funding sources (eg. multi- and bi-lateral agencies).

- Work with counterparts at WWF and WCS to conduct similar “match making,” with a focus on identifying opportunities for joint project development or particularly strong potential projects.

Lead

- Develop a portfolio of concepts based on existing priorities. Articulate to a level where they can be pitched to specific funders or financing partners. This includes the creation of materials to support and communicate these projects and concepts.
- Lead the process of full proposal development for a small number of opportunities, including establishing working groups or teams, coordination with relevant technical and administrative staff, and coordination with Trillion Trees or other technical partners as needed.
- Structure and finalize project deals, including setting up implementation arrangements that free the Forests Programme Officer from further close involvement.
- Ensure quality control of proposals, and compliance with both donor guidelines and BirdLife internal processes.
- Where required, develop and manage relationships with key donors and funding streams.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

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

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Undergraduate degree in a relevant subject (eg. natural resource management, conservation, sustainable development, economics, international relations)
Job Specific Education/Qualification	Undergraduate degree in relevant subject, postgraduate desirable
Job Specific Knowledge	Knowledge of forest and/or landscape conservation issues, and related funding mechanisms and trends.
Experience	<p>Essential Relevant professional experience, preferably in conservation, sustainable agriculture, rural development or a similar field. Proven ability to lead on proposals for and securing funding from large public funding sources (e.g. EC, IKI, USAID, GEF, GCF), corporate partners and/or major US-based foundations. Experience developing project concepts and/or building up programmes through strategic planning and fundraising. Proven ability to lead on complex projects involving multiple stakeholders across various sectors, geographies and cultural backgrounds.</p> <p>Desirable Experience working in developing countries. In depth knowledge of at least one tropical region a strong advantage. Experience managing applied conservation projects on the ground.</p>

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	<p>Experience in carbon markets, REDD+, PES, conservation trust funds and/or other areas of conservation finance.</p> <p>Experience of engaging with the private sector, including with corporates or smallholder-based supply chains.</p> <p>Experience developing print and/or online communications materials, including content and/or design.</p>
Management & organisational skills	<p>Ability to network and proactively engage with other organizations, including key donors.</p> <p>Ability to motivate and collaborate with others with cultural sensitivity.</p> <p>Ability to be pragmatic, work under pressure and meet deadlines.</p> <p>Ability to manage and prioritize concurrent projects or areas of work.</p>
Communications skills	<p>Excellent spoken and written English with demonstrated ability to communicate complex processes and ideas to specialist and non-specialist audiences.</p> <p>Ability to represent BirdLife to external audiences in a polished, professional manner.</p> <p>Storytelling and presentation skills a strong advantage.</p>
Creativity & Initiative	<p>Collaborative, flexible, and respectful of others' knowledge and experience.</p> <p>Self-motivated, organized and efficient, with the ability to learn by doing.</p>
Computer Literacy	<p>Sound skills in using MS Office, managing e-mail and using the web.</p> <p>Readiness to adopt and use new communications and collaboration technologies.</p>
Languages	<p>Complete fluency in English.</p> <p>Fluency in Spanish, Portuguese or French a plus.</p>
Travel requirements	<p>Willingness to travel outside of the UK (up to 20% of time).</p>
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
n/a	

Prepared by:	Date:
Bryna Griffin	08 April 2019