

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Programme Officer, Capacity Development & Local Empowerment
DIVISION/DEPARTMENT:	Partnership, Communities and Capacity Development (PCCD)

1. OVERALL PURPOSE OF JOB

To support the development, management and communication of the BirdLife Global Programmes on Capacity Development and Local Engagement and Empowerment.
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2. STAFF RELATIONSHIPS

REPORTING TO: Capacity Development Programme Coordinator: general line management & Capacity Development Programme
REPORTING TO JOB HOLDER: Volunteers, interns and Consultants as agreed with line manager.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
<ul style="list-style-type: none"> • Capacity Development Programme Coordinator: general line management & Capacity Development Programme work supervision • Local Engagement and Empowerment Programme (LEEP) Coordinator: specific tasks related to LEEP • Other PCCD staff • Regional Secretariat staff working on Capacity Development and LEEP
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
BirdLife Partner staff working on Capacity Development and LEEP

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	2	General Public	2	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	0	Press & Media	0	Institutional Funders	1
BirdLife Global Council	0	Regulators/Legislators / Auditors	0	Individual donors/ members	0
Suppliers/Service Providers	1	Scientific Community	2	Royalty/VIPs/ High worth Individuals	0
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:

CAPACITY DEVELOPMENT

Capacity Development Programme

- Carry out Capacity Development programme duties as agreed with the Capacity Development Programme Coordinator to achieve priority outcomes as identified on the Capacity Development Programme Workplan.
- Support management of the Capacity Development Fund grants.

Young Conservation Leaders Initiatives

a) Conservation Leadership Programme

- Support and subsequently lead on Conservation Team Awards Application Process
- Lead on Conservation Team Awards Grant Management
- Support and subsequently lead on budgeting and report on spending on the CLP
- Participate and lead on elements of the training stream of work for both the international and in country training.
- Increase commitment to the CLP within BirdLife and develop opportunities for greater collaboration between the CLP and BirdLife partners
- Work with the Capacity Development Programme Coordinator to track CLP Team Project Outcomes and Impacts
- Communicate successes and achievements of the CLP programme within and beyond the BirdLife network

b) Young Conservation Leaders (YCL) Projects

- Lead on recruiting conservation team projects application process
- Lead on grants management of conservation team projects
- Support and subsequently lead on budgeting and report on spending on the Birdfair and Jensen Young Conservation Projects
- Participate and lead on elements of the training stream of work for the international training
- Increase commitment to the YCL within BirdLife and develop opportunities for greater collaboration between the CLP and BirdLife partners
- Work with the Capacity Development Programme Coordinator to track YCL Team Project Outcomes and Impacts
- Communicate successes and achievements of the YCL programme within and beyond the BirdLife network

LOCAL ENGAGEMENT AND EMPOWERMENT PROGRAMME (LEEP):

- Work with Partners and Regions to collate information on LEEP activities and draft articles and case studies to share experiences
- Populate the extranet with case studies, lessons and tools relevant to LEEP
- Carry out LEEP duties as agreed with the LEEP Coordinator to achieve priority outcomes as identified on the LEEP Workplan

DEPARTMENT

Partnership, Communities and Capacity Development (PCCD):

- Contribute and participate in departmental meetings and activities as appropriate
- Manage departmental monitoring and evaluation processes
- Support fundraising (research in support of project or programme proposals) to address priority tasks of the Capacity Development Programme and LEEP, including but not limited to Capacity Development Fund

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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	None
Contracts – Staff/Consultants	None
Contracts – Service providers	Limited; if appropriate, drafting of service agreements (consultants) based on templates (not approval/signature)
Legal Responsibility	None
Other	Handling confidential information

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Essential: Degree level, any subject
Job Specific Education/Qualification	A degree in the Social Sciences; Life Sciences; or in a conservation-relevant subject (e.g. ecology, geography, biology); A post-graduate qualification in the same with experience of work in biodiversity conservation projects would be a strong advantage
Job Specific Knowledge	Essential: Project management skills
Experience	Some conservation work experience preferably in an NGO environment, which may include volunteering; good analytical and report writing skills
Management & organisational skills	Highly organised, able to sort and retrieve information at short notice, attention to detail, able to track and work to multiple deadlines; Basic administration skills
Communications skills	Able to work with people with diverse nationalities and cultural backgrounds. Strong writing and presenting skills
Creativity & Initiative	Ability to work independently and under pressure of deadlines; a “self-starter” capable of demonstrating considerable independent initiative
Computer Literacy	Essential: proficient user of Microsoft Outlook, Word, Excel, PowerPoint and Statistical analysis Desirable: experience of image processing (e.g. PaintShop), desk-top publishing (e.g. Publisher or InDesign) and pdf creation software (e.g. Acrobat)
Languages	Desirable: ability to speak and read Spanish and/or French
Travel requirements	Travel limited but should be able to undertake travel within the UK and/or abroad if required
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
N/A	

Prepared by:	Date:
Kiragu Mwangi	October 2018