

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	<b>Climate Change Programme Officer</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Conservation</b>

**1. OVERALL PURPOSE OF JOB**

Working closely with BirdLife Global and Regional Secretariat staff and the BirdLife Partnership, the Climate Change Programme Officer will:

- Support development and implementation of BirdLife International’s Climate Change Programme, working under the direction of the Head of Climate and Forests.
- Lead a growing portfolio of grassland carbon projects under the Climate Change Programme
- Lead and support development of other portfolios of nature-based solutions projects

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Head of Climate and Forests
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
Volunteers/interns/future positions as required.
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
The postholder will work closely with staff from across the BirdLife Secretariat who are engaged with the Climate Change Programme, which includes the Conservation, Science and Policy Divisions and the Regional Divisions, and support effective cross-team communication. The development of the grassland and other NbS portfolios will involve close liaison with all regions.
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</b>
The postholder will engage with BirdLife Partner staff who are responsible for development of nature-based solutions projects.

**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	2	General Public	1	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	1	Institutional Funders	2
BirdLife Global Council	1	Regulators/Legislators / Auditors	1	Individual donors/ members	2
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". 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:

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**Support the development and implementation of BirdLife’s Climate Programme through:**

- Supporting the Head of Climate and Forests to coordinate the Climate Change Programme Coordination Team, including through the planning and delivery of Programme Coordination Team meetings and their follow-up actions
- Leading enhancement of the Climate Change Programme’s external and internal communications
- Leading monitoring of progress against Climate Change Programme objectives
- Supporting fundraising for the Climate Change Programme
- Supporting the Policy Division to deliver Climate Change Programme objectives and BirdLife Partnership coordination at relevant MEAs when requested

**Leading and growing a portfolio of grassland carbon projects through:**

- Working in close liaison with the BirdLife Regional Offices and the Biodiversity and Business team
- Leading the scoping and feasibility studies for grassland carbon projects within the BirdLife Partnership and the development and management of feasible projects as fundable/investable initiatives
- Supporting capacity development within the BirdLife Partnership in relation to development and implementation of grassland carbon projects
- Developing and advancing fundraising opportunities for BirdLife’s grassland carbon portfolio

**Support development and implementation of other portfolios of nature-based solutions through:**

- Working in close liaison with the BirdLife Climate Change Programme, BirdLife Regional Offices and other BirdLife Global Conservation Programmes
- Supporting development of NbS portfolios of projects, including wetland projects in liaison with BirdLife’s regional flyway initiatives
- Supporting capacity development within the BirdLife Partnership in relation to design and implementation of nature-based solutions, including best practice case studies
- Developing and advancing fundraising opportunities for BirdLife’s portfolios of nature-based solutions projects

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

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
<b>Financial/Budgetary</b>	Responsibility for management and reporting of project budgets for projects where assigned as project manager
<b>Contracts – Funders</b>	Responsibility for management of contracts and subcontracts as required under projects where assigned as project manager
<b>Contracts – Staff/Consultants</b>	Responsibility for management of contracts and subcontracts as required under projects where assigned as project manager
<b>Contracts – Service providers</b>	Responsibility for management of contracts and subcontracts under projects where assigned as project manager
<b>Legal Responsibility</b>	None
<b>Other</b>	

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

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
<b>Minimum General Education</b>	A degree in an environmental subject, or equivalent experience
<b>Job Specific Education/Qualification</b>	Masters or PhD in the field of conservation and climate change, or demonstrable equivalent acquired technical skills and knowledge
<b>Job Specific Knowledge</b>	<b>Essential:</b> Good knowledge of nature-based solutions including financial structuring of projects Good knowledge of international and/or national climate change and biodiversity policy <b>Desirable:</b> Knowledge of voluntary carbon projects standards and project development
<b>Experience</b>	<b>Essential:</b> 3+ years of experience of development and implementation of nature-based solutions projects, preferably including grassland or wetland restoration <b>Desirable</b> Experience of project management Experience of carbon project development and financing
<b>Management &amp; organisational skills</b>	<b>Essential:</b> Excellent organisational and coordination skills, with careful attention to detail. Ability to work with a decentralised professional team. Able to manage own workload and know when to seek advice from others.

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<b>Communications skills</b>	<b>Essential:</b> Ability to network and collaborate with others, with cultural sensitivity. Advanced skills in critically assessing and synthesising information and writing accurately and concisely. Good verbal communication skills, including presentations <b>Desirable:</b> Networking and advocacy skills. Interest in external media communications
<b>Creativity &amp; Initiative</b>	<b>Essential:</b> Ability to analyse complex problems and think strategically. Can-do problem solver
<b>Computer Literacy</b>	<b>Essential:</b> Sound skills in MS Office, familiarity with managing virtual communications.
<b>Languages</b>	Fluent in written and spoken English. A second UN language would be an asset.
<b>Travel requirements</b>	Occasional travel as requested
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
Enthusiasm for both external and internal communication	

<b>Prepared by:</b>	<b>Date:</b>
Cleo Cunningham	14/6/2024