

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE	Senior Policy Manager, Climate and Energy
DIVISION/DEPARTMENT:	Policy Division

1. OVERALL PURPOSE OF JOB

<p>Working closely with BirdLife Global and Regional Secretariat staff and the BirdLife Partnership, the Senior Policy Manager, Climate and Energy will:</p> <ul style="list-style-type: none">• Lead on global climate change and energy policy and advocacy on behalf of the BirdLife Partnership, including coordination of Partnership positions and serving as Lead Negotiator for the UNFCCC and other global climate- and energy-related mechanisms, as appropriate.• Provide expert climate and energy policy advice and support to the Partnership in particular with regard to nature-safe renewable energy development and nature-based solutions for climate change mitigation, adaptation and disaster risk reduction.• Together with the Policy Division, support Regional Offices and BirdLife Partners to introduce, implement and enforce appropriate laws and policies regionally and nationally to transpose and implement globally agreed frameworks and targets which support the advancement of BirdLife's Global Strategy 2023-2030, particularly the UNFCCC.• Design, manage and/or implement relevant projects and initiatives relating to climate change and renewable energy policy on behalf of BirdLife, in consultation with Birdlife Partners.• Serve as Coordinator of the Energy Task Force under the auspices of the Convention on the Conservation of Migratory Species of Wild Animals (CMS).

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Global Director of Policy
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
Global Policy Officer Global Policy Assistant (shared with Senior Policy Manager, Biodiversity) Interns and university placement students as appropriate.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
<p>Works closely with staff throughout the Secretariat, including Programme Heads and Senior Management, as relevant. In particular with the following:</p> <ul style="list-style-type: none">• Global Policy Department team members;• Head of the Climate and Forests Programme and other team members (including regional climate change focal points);• Senior Conservation Scientist (the global lead on birds and energy conservation science);

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<ul style="list-style-type: none"> Regions and Partnerships, Science (especially on ecosystem services, renewables, energy and climate change impacts), Communication and Development staff
<p>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK</p> <p>Directors and programme/project staff in Partners engaged in policy and advocacy work, particularly related to international mechanisms and agreements and specifically the UNFCCC and CMS, across the entire BirdLife network.</p> <p>The post-holder will provide advice and information, facilitate Partner advocacy efforts, and coordinate the preparation and implementation of collective BirdLife policy positions and plans.</p>

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/ Corporations	3
BirdLife Advisory Groups, Committees, Reg. Councils	2	Press & Media	2	Institutional Funders	2
BirdLife Global Council	2	Regulators/Legislators/ Auditors	2	Individual donors/ members	1
Suppliers/Service Providers	1	Scientific Community	2	Royalty/VIPs/ High worth Individuals	2
<p>Level of Contact</p> <p>1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.</p> <p>2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.</p> <p>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.</p>					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <p>Planning, coordination and evaluation</p> <ol style="list-style-type: none"> Deliver on the implementation of relevant aspects of the Global Policy Plan as part of the Policy Division. Lead BirdLife’s international work on climate change and energy policy (including renewable energy, nature-based solutions, adaptation and mitigation), including coordination and implementation of BirdLife projects and activities, for example working with BirdLife Partnership to develop policy advocacy strategies and work plans, and coordinating periodic reporting where necessary. Serve as BirdLife’s Lead Negotiator at UNFCCC and at other international climate-change related meetings as appropriate, and co-ordinate participation and policy and advocacy input from the BirdLife Partnership.

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4. Coordinate the work of the Energy Task Force established under the Convention on the Conservation of Migratory Species of Wild Animals (CMS) - a multi-stakeholder platform that works towards reconciling renewable energy developments with conservation of migratory species. Lead the Energy Task Force work with governments, multilateral environmental agreements (MEAs), investors, academic and NGOs to apply guidance and tools through international and national level partnerships, provide recommendations and address knowledge gaps.

Capacity building

5. Provide climate change and energy policy expertise and coordinate support across the Secretariat and BirdLife Partnership, leading and coordinating BirdLife's input to specific global, regional and national climate change projects, as required.
6. Develop guidance materials and toolkits for Partners, and co-ordinate targeted training and workshops as appropriate, on influencing national climate change policies and strategies.
7. Build the capacity of BirdLife Partners to engage effectively in international, national and sub-national climate and energy policy processes by providing mentoring support and facilitating peer-to-peer learning opportunities as part of the wider efforts to enhance policy capacity across the Partnership.

Stakeholder engagement

8. Represent BirdLife in key international consortia and collaborations to advance shared climate policy and advocacy agendas and deliver for nature and climate (e.g. Climate Action Network and Nature4Climate).
9. Support the development of key external working relationships to advance BirdLife's climate change and renewable policy agenda, such as with the private sector, multi-lateral environment agreements, governments, financial institutions, and across civil society.
10. Work with the Communications Division to ensure strong profiling and promotion of BirdLife's climate policy advocacy in international fora, to key stakeholders and funding bodies, and the BirdLife Partnership.

Fundraising

11. Develop opportunities for funding and conceptualise and write funding proposals to advance BirdLife's work on climate and energy policy, including building capacity across the Secretariat and wider Partnership.

Management

12. As needed, line-manage staff appointed to work on climate and energy related policy and advocacy, taking responsibility for developing annual work plans and budgets, reviewing progress and carrying out appraisals.
13. Co-ordinate and manage specific policy and advocacy projects, as required.

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14.	Lead delegations at UNFCCC and at other international climate change/energy related meetings as required, and co-ordinate participation and policy and advocacy input from the BirdLife Partnership, representing BirdLife when required.
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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	CMS Energy Task Force coordination budget. Other project accounts as needed and delegated by the Global Director of Policy.
Contracts – Funders	Maintain and grow existing donors and initiate new fundraising opportunities.
Contracts – Staff/Consultants	As appropriate
Contracts – Service providers	Negotiation of relevant professional services as appropriate and as needed to assist work programme.
Legal Responsibility	None
Other	Representation and negotiation on behalf of BirdLife as mandated by BirdLife policy positions at climate change negotiations.

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Educated to Degree level in a relevant subject
Job Specific Education/Qualification	Applied Masters or PhD (or demonstrable equivalent acquired technical skills and knowledge) in the field of climate change and/or energy policy.
Job Specific Knowledge	Good knowledge of international climate change and biodiversity policy processes. especially renewable energy, climate change adaptation and mitigation including ecosystem-based approaches to climate change. Skills in critically assessing and synthesising information and writing accurately, clearly and concisely. Knowledge of ecology, birds and bird conservation desirable.
Experience	Proven track record of working in climate change policy, ideally with international negotiation experience and a specialisation in renewable energy policy and/or climate change ecosystem-based adaptation policy analysis and programme support and/or environmental safeguards.
Management & organisational skills	Proven project management experience. Excellent coordination skills. Ability to work effectively with a decentralised professional team and co-ordinate achievement of common goals. Good organisational skills and careful attention to detail. Able to manage own workload.

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Communications skills	Ability to network, motivate and collaborate with others, with cultural sensitivity. Good communication skills, both verbal and on paper. Proficiency with networking and advocacy skills, public speaking and workshop facilitation/presentation.
Creativity & Initiative	Ability to develop clear positions and advocacy plans. To take own initiative and to think strategically. Ability to analyse complex problems.
Computer Literacy	Sound skills in MS Office, managing email communication, familiarity with managing intranet communications.
Languages	Fluent in written and spoken English. A second UN language would be an asset.
Travel requirements	Willingness to travel regularly.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	

Prepared by:	Date:
Nina Mikander, Global Director of Policy	24 June 2024