

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Forest Programme Manager - Americas
DIVISION/DEPARTMENT:	Conservation Action and Science Unit, Americas Secretariat

1. OVERALL PURPOSE OF JOB

The **Forest Programme Manager - Americas** will lead the planning, management, coordination, supervision, and the monitoring and evaluation of Forest Program projects and activities in the region and will coordinate closely with the Forest Program Global Team to carry forward actions in the Americas that form part of global initiatives/priorities. The manager will ensure efficient and timely delivery of program goals, objectives, and targets and will coordinate closely with the Senior Conservation Manager and Regional Director to achieve these goals.

The jobholder's primary responsibilities will be to:

1. Lead the development and management of the Americas Forest program by developing and scaling-up transboundary programs and forging new/managing existing partnerships.
2. Work closely with the Senior Sites and Landscapes Advisor to further develop transboundary initiatives in the Atlantic Forest, Gran Chaco, Ecuadorian and Colombian Chocó, Andes-Amazon Piedmont, Caribbean Slope of Mesoamerica and Pine-Oak forests of Mesoamerica.
3. Perform scoping, development, fundraising, technical oversight, quality assurance and control and coordination for projects in the Americas that fall within the Forest Landscape Accelerator Programme, BirdLife's Forest Landscape Restoration Portfolio and BirdLife's Carbon portfolio.
4. Coordinate and oversee the development of REDD+, ARR and ALM projects for voluntary carbon markets across the region, with support from BirdLife Global and carbon project developers.
5. Provide technical support and advice to BirdLife partners looking to initiate or scale up forest restoration and agroforestry activities that fully integrate biodiversity conservation / rewilding objectives.
6. Fundraise for/provide input necessary for the development of funding proposals relevant to the Americas Forest Program.
7. Develop, recruit and manage consultants, particularly in the Atlantic Forest, to develop sustainable financial instruments to drive/sustain forest conservation and restoration.
8. Support the Americas Secretariat team, Partnership and Regional Council, while also liaising with key members of BirdLife's Global and regional teams to advance forest programme goals.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Conservation
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
Conservation Project Officers, subcontracted project staff or consultants, and interns
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
Working with the other Americas Biodiversity Conservation Managers, regarding strategic, programmatic and technical aspects of our work, to ensure coherence and synergies between Regional and Global initiatives and priorities, and to look for efficiencies of conservation delivery and support to the Partners.
Working with the Regional Director, Head of Conservation, program managers, projects officers and interns to advance the strategic development and implementation of the Forest Program and associated projects; fundraise for the program; and ensure effective implementation, monitoring and reporting on individual projects.
Working with the Americas Financial and Administrative Manager to ensure timely, accurate reporting (by Partners and to donors) on programs/projects expenditures, and development of robust project budgets.

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<p>Working with the BirdLife global Forest Program Team members, as well as Africa and Asia regional counterparts.</p> <p>Working with the Global Science, Policy and Information staff (up to Director level) in relation to strategic and technical development of the Forest Program.</p> <p>Working with the Global Climate and Agriculture program focal points to provide technical support and fundraise for Forest Program interventions as appropriate.</p> <p>Working with Global Fundraising Team (UK and US representatives) in relation to proposal development, donor management and developing donor opportunities.</p> <p>Working with the Corporate Engagement team where relevant to individual projects.</p>
<p>PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK: <i>(Include nature of work relationship)</i></p>
<p>Working with Americas BirdLife Partner staff (at all levels, from CEO downwards) active on the Forests program, particularly those who are participating in the implementation of the Atlantic Forest, Andes, Chaco and Central American forest projects.</p> <p>Working with Americas BirdLife Partner staff active on other BirdLife Global programs that overlap directly with the Forest Program (such as IBAs, Conserva Aves and the Americas Flyways Initiative) as appropriate.</p> <p>Working with the Trillion Trees partnership (BirdLife, WWF and WCS) to develop and implement a robust portfolio of forest conservation and restoration work at the global level, helping corporate partners meet their Net Zero and CSR commitments.</p>
<p>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i></p>
<p>Other External contacts:</p> <ol style="list-style-type: none"> 1. Senior staff and Boards of potential partner organisations (as identified in the Network Development Plan) in countries for which post holder is Country Focal Point. 2. Senior staff and officials within: government agencies and ministries (e.g. USFWS, CWS, USFS); UNDP, UNEP, World Bank, GEF; funding organisations (e.g. where post holder is the fund manager); foundations; and bilateral/multilateral agencies. 3. Senior staff in national and international conservation organisations (including NGOs, museums and universities) and other collaborating institutions. 4. Individual collaborators, experts and donors throughout the region.

2 (a). KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	3	General public	2	Policy makers (institutional /politicians/ corporations)	2
BirdLife advisory groups, committees, reg. councils	2	Press & media	2	Funding organisations (institutions, foundations, corporations)	3
BirdLife Global Council	1	Regulators / legislators/ auditors	1	Individual donors/ members	2
Suppliers/service providers	1	Scientific community	2	VIPs/ royalty/ high worth individuals	1
<p>Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily in formative. 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.</p>					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p>Conservation Action</p> <ol style="list-style-type: none"> 1. Develop (strategically, technically and through fundraising) and manage the implementation of the Forest Program in the Americas and represent the Americas on the Global Forest Program Coordination Team. 2. Liaise closely with the Conservation Action team (including forests, climate, agriculture and conservation finance), and the Global Corporate Engagement team in areas of program overlap and support. 3. Develop and manage site-based and landscape scale forest conservation and restoration projects and activities with BirdLife Partners, through strategic planning, provision of technical advice, facilitation of project design, mentorship support, oversight of technical consultancies, securing funds for implementation and project management. 4. Coordinate closely with the Head of Conservation and BirdLife Global Forests team to identify, scope and technically support the development of Carbon finance projects for Voluntary Carbon Markets. Liaise with BirdLife's Carbon asset development technical partner to perform this work. 5. Systematize data collection and analysis to measure and demonstrate regional program impact on deforestation reduction, forest landscape restoration, sustainable forestry and agroforestry. 6. Update the Americas Forest Programme Strategic Plan based off the Americas Regional Implementation Plan and work toward achieving stated objectives and results. <p>Fundraising</p> <ol style="list-style-type: none"> 7. Actively seek out and apply for funding opportunities to finance the Americas Forest Program. 8. In consultation with the Head of Conservation and the Global Fundraising Team, cultivate donors (foundations and individuals) and secure funds for the Forest Program. 9. Manage the concept notes and project databases for the Forest Program. 10. Work closely with and provide guidance and support to the Forest Programme Officer on developing fundraising proposals. <p>Policy and Advocacy</p> <ol style="list-style-type: none"> 11. Integrate the Americas Forest program and project work into BirdLife's global policy initiatives and programs and be informed by global policy work in program development. 12. Assist BirdLife Partners in the Americas in engaging with appropriate national government representatives to link BirdLife programs to the implementation of and contributions to relevant international agreements and conventions. <p>Administration and Finances (Project Management)</p> <ol style="list-style-type: none"> 13. Provide input into annual regional work planning and budgeting processes. 14. Communicate with project and program funders/ donors as outlined in funding agreements. 15. Ensure timely project delivery, within budget (having approved budgeted project expenditures) and to a high quality, and evaluate outcomes. 16. Ensure timely financial reporting on programs, projects and Forest-related expenditures (for management and donors), and the development of robust project proposal budgets.

4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Financial and Budgetary (projects) authority resides with the Americas Finance and Administrative Manager (in coordination with the Head of Conservation as appropriate).
Contracts – Funders	N/A
Contracts – Staff/Consultants	N/A
Contracts – Service providers	May have delegated responsibility to negotiate contracts. In coordination with Finance and Administrative Manager (to then be

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	signed off on by the Regional Director in coordination with Senior Conservation Manager)
Legal Responsibility	No.
Other	<p>Proposals to funders drafted by the Biodiversity Conservation Manager in coordination with Senior Conservation Manager and Financial Manager (in relation to Budget issues), and approved/ signed by Regional Director.</p> <p>Contracts with Partners (incl. project partners) drafted by Finance and Admin team in coordination with Biodiversity Conservation Manager and approved/ signed by Regional Director.</p>

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Relevant undergraduate degree (e.g. biology, forestry, natural resources management, geography, environmental science, agronomy).
Job Specific Education/ Qualification	M.Sc. in Biodiversity Conservation, Natural Resources Management, Forestry or other related area strongly encouraged.
Job Specific Knowledge	<p>Deep knowledge of deforestation trends and drivers, as well as proven strategies and technologies to reduce forest loss and encourage forest landscape restoration.</p> <p>Strong grasp of regional political, socio-economic and cultural issues, and how these influence the conservation and restoration of forest ecosystems in North, Central and south America and the Caribbean.</p> <p>Ideally, the candidate holds strong knowledge and/or experience in scoping and developing carbon finance projects for voluntary or compliance-based Carbon markets.</p> <p>Proven ability to design, manage and co-ordinate programmes, projects and budgets to completion. Proven ability to secure funds. Familiarity with international conservation issues, including relevant multilateral environmental agreements and instruments.</p> <p>Familiarity with regional bird conservation priorities.</p>
Experience	Substantial work experience (preferably 8 years or more) and proven track record in forest conservation and restoration, sustainable forestry and agroforestry, biodiversity conservation and development fundraising, strategic planning, program and project development, and management of conservation impact, preferably at international level.
Management & organisational skills	<p>Ability to work under pressure and meet deadlines. Ability to network, motivate and collaborate with others, with cultural sensitivity.</p> <p>Experience with strategic and project planning and management tools, and demonstrated ability to evaluate performance. Ability to coordinate a wide range of concurrent activities and prioritise effectively to meet deadlines. Ability to act independently, often with minimal supervision, but also work in a team spread across several locations.</p>
Communications skills	Excellent communication skills (both oral and written), negotiation and diplomatic skills including ability to understand complex programmatic and technical issues and explain them to a wide range of audiences.

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	<p>Ability to network effectively to maintain good relationships with existing collaborators and donors, forge new collaborations, and help raise awareness of BirdLife’s work and vision.</p> <p>Must be adaptable and culturally sensitive, able to pursue new and unfamiliar challenges.</p>
Creativity & Initiative	<p>Ability to pursue new and unfamiliar challenges, work independently, think on one’s feet, and devise innovative solutions to novel challenges.</p> <p>The very nature of the job requires innovative and creative approaches to project design and planning, program development, proposal writing, fundraising and international program coordination/implementation. The job holder will only succeed if he/she is able to translate objectives into action. The success of this post will be dependent on good organisational, managerial and communication skills.</p>
Computer Literacy	<p>High proficiency in MS Office (especially Outlook, Word, Excel, Access and PowerPoint) and ideally GIS software (ESRI/Arc suite).</p>
Languages	<p>Fluency in English and Spanish. A third language desirable (Portuguese or French). Ability to avoid jargon and use clear, simple language when the situation demands.</p>
Travel requirements	<p>Willingness to travel regularly, sometimes for extended periods within the Americas.</p>
OTHER DESIRED/ HELPFUL KNOWLEDGE/ SKILLS/ ATTRIBUTES	
<p>The job requires a genuine interest in the environment, biodiversity conservation, the NGO sector and civil society; experience of forging collaborative partnerships; experience in project design and planning; proposal writing; fundraising; and international project coordination/implementation.</p> <p>The job holder will only succeed if he/she is able to translate objectives into action, whilst also being flexible and adaptable. The success of this post will be dependent on good organisational and communication skills, and attention to detail.</p> <p>The job holder will be a team player, but have the ability to work independently, being motivated by a passion for bird and biodiversity conservation in the Americas.</p>	

Prepared by:	Date:
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