

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE</b>	<b>Global Climate Change Programme Coordinator</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Science, Policy and Information Management</b>

**1. OVERALL PURPOSE OF JOB**

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

Lead the development, coordination and promotion of BirdLife's Climate Change Programme, with clear expected results, high level activities and targets, in alignment with BirdLife's Strategy.

As a key member of BirdLife's Global Policy Division, lead BirdLife's international climate change and energy policy work: with a focus on renewable energy policy, biodiversity safeguards, ecosystem-based adaptation and mitigation issues, and including policy analysis and engagement with international processes.

Serve as Coordinator of the Convention on the Conservation of Migratory Species of Wild Animals (CMS) Energy Task Force, with the aim of mainstreaming the conservation of migratory species across the energy sector including through the implementation of important resolutions and the use of relevant guidelines adopted by Parties to the CMS.

**2. STAFF RELATIONSHIPS**

**REPORTING TO (LINE MANAGER):**

Head of Policy

**REPORTING TO JOB HOLDER (LINE MANAGED STAFF):**

None at present. It is intended to recruit a Climate Change Officer in 2018 reporting to the job holder. Interns and university placement students as appropriate.

**PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT**

Work closely with staff throughout the Secretariat, including other Programme Coordinators and Heads of function. Work particularly closely with:

- Climate Change Programme Coordination Team members (including regional climate change focal points).
- Global Secretariat staff: Policy, Science (especially on ecosystem services, indicators and climate change impacts), Forest Programme staff, Communication and Fundraising staff.
- Regional Secretariat Office Policy and Conservation Staff, particularly in the Americas and Africa.
- Other policy-focused Regional Secretariat staff

**PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK**

Climate Change Officers/policy staff across the Partnership; Partner project staff.

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**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	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	1	Regulators/Legislators / Auditors	1	Individual donors/ members	1
Suppliers/Service Providers	1	Scientific Community	2	Royalty/VIPs/ High worth Individuals	2
<p><b>Level of Contact</b>                      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.</p>					

**4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

By main work area:
<p><b>Main responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To coordinate BirdLife’s Climate Change Programme Team with responsibilities for ensuring active participation of the team in developing and implementing the Programme expected results, with clear priority activities, targets and funding needs, and reporting regularly on progress.</li> <li>2. In liaison with others in the Secretariat Policy team and relevant Partners’ staff, to lead BirdLife’s international work on climate change and energy policy (including renewable energy, adaptation and mitigation), undertaking regular policy analysis and synthesis, and formulating BirdLife policy positions on these. Write briefings for the BirdLife Partnership, and advocate these positions at key international meetings and fora, especially those of the UN multilateral conventions, government, financing institutions and the private sector.</li> <li>3. To coordinate the work of the Convention on the Conservation of Migratory Species of Wild Animals (CMS) Energy Task Force - a multi-stakeholder platform that works towards reconciling renewable energy developments with conservation of migratory species. The Energy Task Force works collaboratively 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.</li> <li>4. To contribute to safeguarding biodiversity through developing, disseminating and advocating best practice policy guidance on renewable energy developments to key stakeholders including the private sector and financing institutions, and the multi-lateral development banks.</li> <li>5. To coordinate, support and provide climate change expertise input to specific regional and national climate change projects as required, working to ensure the roles and needs of ecosystems are integrated in national policies and plans for climate change. Initial focus on implementation of the Climate Change Action Plan for the Americas.</li> <li>6. To develop opportunities for funding and conceptualise and write funding proposals to advance BirdLife’s work on climate change.</li> <li>7. To develop guidance materials and toolkits for Partners, and co-ordinate targeted training and workshops as appropriate, on influencing national climate change policy and strategy.</li> </ol>

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8.	To help develop key external working relationships to advance the BirdLife's climate change agenda.
9.	Represent BirdLife at international climate-change related meetings as required, and co-ordinate policy and advocacy input from the BirdLife Partnership.
10.	To track progress and provide analysis on climate change safeguards within key adaptation funding streams (e.g. Adaptation Fund, Africa Green Fund, Green Climate Fund, World Bank etc.)
11.	To keep abreast of international climate change policy developments.

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

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	CMS Energy Task Force Coordination budget. Other Project accounts.
<b>Contracts – Funders</b>	Maintain and grow existing donors, and initiate new fundraising opportunities.
<b>Contracts – Staff/Consultants</b>	As appropriate
<b>Contracts – Service providers</b>	Negotiation of relevant professional services as appropriate and as needed to assist work programme.
<b>Legal Responsibility</b>	None
<b>Other</b>	Presentation and negotiation on behalf of BirdLife as mandated BirdLife policy positions at climate change negotiations.

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

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	A degree in an environmental subject.
<b>Job Specific Education/Qualification</b>	Applied Masters or PhD (or demonstrable equivalent acquired technical skills and knowledge) in the field of climate change.
<b>Job Specific Knowledge</b>	Good knowledge of international and/or national climate change and biodiversity policy, 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 and concisely.
<b>Experience</b>	Proven track record of working in climate change policy, ideally with specialisation in renewable energy policy and/or climate change ecosystem-based adaptation policy analysis and programme support and/or environmental safeguards.
<b>Management &amp; organisational skills</b>	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.
<b>Communications skills</b>	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.

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<b>Creativity &amp; Initiative</b>	Ability to develop clear positions and advocacy plans. To take own initiative and to think strategically. Ability to analyse complex problems.
<b>Computer Literacy</b>	Sound skills in MS Office, managing email communication, familiarity with managing intranet communications.
<b>Languages</b>	Fluent in written and spoken English. A second UN language would be an asset.
<b>Travel requirements</b>	Willingness to travel regularly outside the UK.
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	

<b>Prepared by:</b>	<b>Date:</b>
Melanie Heath	21 December 2017