

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Bioenergy and Forest Policy Officer
DIVISION/DEPARTMENT:	Policy

1. OVERALL PURPOSE OF JOB

The main purpose of this position is to ensure that EU policies promoting bioenergy and bioeconomy are designed and implemented in a way that ensures delivery of real and substantial GHG emissions reduction, while minimising harm to biodiversity and forest ecosystems, while reducing the land use changes. The policy officer will support and coordinate BirdLife Partnership’s work on these policy areas and represent and promote BirdLife’s views to the EU Institutions, and also help design and deliver successful campaigns aiming to achieve the policy priorities of the organisation.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
EU Agriculture and Land-Use Policy Officer
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
Elaboration of policy Provision of information Provision of advice
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
Support partners

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	3	General Public	1	Institutional policy makers /Politicians/ Corporations	3
BirdLife Advisory Groups, Committees, Reg. Councils	3	Press & Media	2	Institutional Funders	3
BirdLife Global Council	1	Regulators/Legislators / Auditors	1	Individual donors/ members	2
Suppliers/Service Providers	3	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:
<ul style="list-style-type: none"> Maintain up to date knowledge of the relevant topics and carrying out specific in-depth research where required;

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- Lead the formulation of BirdLife policy and strategy with respect to the relevant topics and drafting BirdLife positions;
- Network with BirdLife partners to promote activities to influence EU decision-making on sustainability standards for biomass and wider bioenergy policies and respond to inquiries as necessary from within and outside the BirdLife network.
- Liaise with key players from the EU institutions and other stakeholders to gather information and influence positions;
- Collaborate, coordinate and exchange information with actual and potential partners (e.g. Green 10), in particular with Transport and Environment and FERN;
- Publicly present and defend the BirdLife positions, at conferences and meetings with industry and other stakeholders, in collaboration with the Agriculture and Bioenergy Policy Officer;
- Provide input to general BirdLife documents and processes (e.g. memoranda to Presidencies, reports to Board, relevant web pages, etc);
- Represent BirdLife Europe at relevant technical EU committees and working groups.
- Help identify opportunities for funding, in collaboration with BirdLife Europe fundraisers.
- Contribute to reporting to donors about relevant work areas
- Contribute to BirdLife’s communication on bioenergy and related topics, for example through the <https://www.eubioenergy.com>

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	NO
Contracts – Funders	NO
Contracts – Staff/Consultants	NO
Contracts – Service providers	NO
Legal Responsibility	NO
Other	NO

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	<ul style="list-style-type: none"> • Have a relevant academic degree (additional work experience may be accepted in lieu of this)
Job Specific Education/Qualification	
Job Specific Knowledge	<ul style="list-style-type: none"> • Have in-depth understanding of forest ecosystems and land-use issues, and factors and policies that influence them; • Have a sound grasp of the operation of EU institutions and EU environmental law;
Experience	Have at least three years of work experience with EU environmental policy, preferably but not necessarily with NGOs, including analysis and formulation of policy;

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Management & organisational skills	<ul style="list-style-type: none">• Good organisational skills• Autonomous
Communications skills	Be capable of understanding and presenting, in written and oral form, the key scientific, economic and legal dimensions of the relevant topics;
Creativity & Initiative	Be proactive and take initiative
Computer Literacy	Proficient in Microsoft Office
Languages	Speak and write English fluently, with fluency in other EU languages being considered an asset.
Travel requirements	Be available for travels, in EU mainly
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	

Prepared by:	Date:
Marilda Dhaskali	20/02/2024