

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	EU Nature Policy Assistant
DIVISION/DEPARTMENT:	Europe and Central Asia Division - Policy

1. OVERALL PURPOSE OF JOB

The EU Nature Policy Assistant, as part of BirdLife Europe’s policy team will help ensure that EU policies are designed and implemented in a way that promotes biodiversity conservation. They will support the coordination of BirdLife Partnership’s work on Nature Policy, notably the implementation of the Birds and Habitats Directives, the Natura 2000 network, and the Emerald Network outside of the EU; and help formulate positions and represent and promote BirdLife’s views to the EU Institutions. They will also help design and deliver successful campaigns, projects and publications aiming to achieve BirdLife’s policy priorities.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Policy Manager
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
Elaboration of policy Provision of information Provision of advice
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
Support to 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	1	Press & Media	1	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	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:
<ol style="list-style-type: none"> As part of the policy team, contribute to the development and implementation of the BirdLife nature and climate programme. Keep abreast of EU legislative and policy developments primarily related to the Birds and Habitats Directives/Natura 2000 and other fields as appropriate, and promote the correct implementation of the Birds and Habitats Directives across EU

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and Candidate Countries in particular through:

- a. Support the policy team and in particular the Senior EU Nature Policy Officer and be a Brussels based BirdLife advocate on EU nature and biodiversity policy;
 - b. Providing policy support to BirdLife (national) Partners, including by providing support to the Nature and Climate Task Force in close collaboration with the Task Force Coordinator, and in line with the agreed work priorities of the Task Force;
 - c. Providing general and specific support to BirdLife Partners regarding the implementation of the Birds and Habitats Directives, in particular Natura 2000 and provisions on species conservation/hunting (e.g. through briefs and papers, and through phone and e-mail communication as well as visits).
 - d. Providing general and specific case work support to BirdLife Partners regarding infringements of the Birds and Habitats Directives;
3. To help generating, formulating, adopting and advocating to EU level decision makers BirdLife positions and advocacy strategies related to the implementation of the Nature Directives, the EU biodiversity strategy, species conservation and protected area targets.
 4. To assist in developing constructive working relationships with key influential bodies, especially the European Commission and the European Parliament, as well as relevant NGOs and stakeholders, and to win their support for our priorities, positions and programmes individually and collectively.
 5. To represent BirdLife Europe at technical EU committees, working groups, and at the European Habitats Forum etc. in relation with areas described in Overall Purpose of Job.
 6. To help provide detailed briefs and papers for decision-makers, along with the other staff in the office. To provide detailed briefs and updates on relevant policy areas for the Partners (particularly for the Nature Task Force).
 7. To help identify opportunities for funding, in collaboration with specialist fundraisers, (other) European Division staff and Partners. Contribute to reporting to donors as necessary.
 8. To contribute to the publications of BirdLife Europe.
 9. To represent the BirdLife Europe at external meetings and conferences as necessary.
 10. To contribute as appropriate to the work and general policy of BirdLife Europe and the European BirdLife Partnership.
 11. To respond to inquiries as necessary from within and outside the Partnership.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	All expenditure needs to be authorised by line manager, but up to a few thousand euros this is only for oversight as long as expenditure is in line with approved budget.
Contracts – Funders	None
Contracts – Staff/Consultants	No
Contracts – Service providers	No

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Legal Responsibility	No
Other	

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Master's degree
Job Specific Education/Qualification	University MSc degree or equivalent (possibility for work experience in lieu of)
Job Specific Knowledge	Policy and Advocacy, conservation biology, EU politics and institutions, NGO networks
Experience	
Management & organisational skills	
Communications skills	Very good oral and written skills, and facilities to speak to a broad audience as well as technical one
Creativity & Initiative	Good sense of initiative, self-motivated, ability to work in teams and creative mind is a plus
Computer Literacy	Working knowledge of Microsoft Windows
Languages	English essential, other European languages a plus
Travel requirements	Occasional nights away from home, ready to travel by train (including night trains and long journeys). We have a low-flying policy hence the need for train travels of up to 9 hours.

OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES

Analytical skills and capacity to present ideas with clarity and concision

Genuine enthusiasm for BirdLife's mission to mobilise lasting, sustainable protection for the world's birds, their habitats, and global biodiversity in general.

Understanding of culture, experience of or desire to work for a non-governmental organisation.

Prepared by:	Date:
Anouk Puymartin	15/02/2024