



Role Profile

Job Title	Country Programmes Officer	
Role Profile Title	Conservation Officer (International)	Pay band 8
Department	Flyway Programme / Global land	
Location	The Lodge, Sandy / David Attenborough Building, Cambridge	
Reports to	Flyway Manager	
Direct Reports (including Volunteers)	Project Officers, Contractors, Volunteers	
Job Purpose	To develop and coordinate Country specific objectives of the international strategy and to work as part of a team to deliver these.	
<p>The RSPB have generic role profiles linked its pay and reward structure which our job vacancies are aligned to. These include a list of indicative key result areas and requirements for the role.</p> <p>More specific details on the role can be found in the job advert and accompanying job pack.</p>		
Key Result Areas		
<ul style="list-style-type: none"> ❖ Develop annual and longer-term work priorities and deliver those priorities as part of the Saving Nature Strategy. ❖ Manage a delegated budget, negotiating and agreeing contracts to ensure cost effective delivery of agreed projects and programmes. ❖ Recognise risks in own work area, including financial risks, and either make arrangements to manage those risks and/or alert the Head of Section, in order to mitigate the impact of those risks. ❖ Manage own work within the team and if necessary take decisions relating to own work in an isolated environment with poor communications, in order to effectively deliver the country specific objectives of the international strategy . ❖ Build, develop and maintain partnerships, in particular with BirdLife Partners to assist and advice them in delivery of BirdLife International's Global Strategy and organisational development at a strategic level. ❖ Monitor and report progress towards achievement of the work programme to donors, the relevant Strategy Board, Head of Section, and Council to ensure effective oversight. ❖ Design, plan, fundraise for and implement projects and programmes under the relevant Strategy Board to deliver agreed projects and programmes. 		

- ❖ Advocate and lobby for the conservation of priority sites and species in order to enhance their conservation status.
- ❖ Demonstrate effective team working to adhere to our values.

Key Contacts and Working Relationships	
Internal	External
<ul style="list-style-type: none"> ❖ All staff within International Directorate, especially those with overlapping areas of responsibility to ensure country programmes are delivered effectively ❖ Other RSPB staff up to Director, plus other colleagues in conservation, communications, fundraising to ensure International work is part of 'joined up' delivery 	<ul style="list-style-type: none"> ❖ BirdLife International Secretariat Directors and senior staff to ensure joint up development and implementation of programmes and projects ❖ CEOs, Council Members and senior staff of BirdLife Partners overseas to provide advice and guidance on organisational development and implementation of priority projects and programmes ❖ Senior politicians and Government officers in UK and overseas as required to ensure delivery of priorities ❖ Other NGO and Institutional Directors / Heads of Section and staff as required to ensure delivery of the priorities ❖ Journalists, broadcasters and other communications experts as required to ensure our messages are clearly communicated ❖ Current and potential major donors to ensure good working relations and more support for our work

Financial Responsibility

- ❖ This role is responsible for specific budgets (including projects). Responsible means:
 - ✓ Monitors spend against targets whilst minimising risk.
 - ✓ Contributes to decisions on appropriate expenditure to meet objectives.
 - ✓ Manages day-to-day procurement of goods and services, including selecting appropriate suppliers and contractors.
- ❖ This role has sign-off authority for expenditure through, for example, purchase orders.

Essential qualifications

1. Educated to Master degree level in a conservation-related field or have sufficient relevant experience to be able carry out the duties.

Essential knowledge

2. Thorough knowledge of international conservation issues.
3. Strategic planning, NGO governance and fund-raising.

Essential skills

4. Written and spoken communication skills to ensure mutual understanding of objectives.
5. Relationship and partnership building to enable work with a wide range of stakeholders nationally and internationally.
6. Financial management to oversee project budgeting and expenditure.
7. Risk management.
8. Diplomacy and negotiation skills to negotiate contracts, solve problems and avoid and overcome conflict.
9. Cultural sensitivity to ensure mutually respectful working relations with a wide range of stakeholders, nationally and internationally.
10. Have the confidence to make decisions without upwards referral.
11. Work unsupervised abroad.

Essential experience

12. At least 5 years of overseas work experience work.
13. Proven track record of managing projects.

Desirable qualifications, knowledge, skills and experience

14. Knowledge of the BirdLife Partnership.
15. Foreign language skills to communicate with local staff.

How we expect you to work

The RSPB has seven key competencies that are important to our organisation's success. We expect all employees to demonstrate these competencies in everything that they do. The heading descriptors of the seven competencies are:

Direction:

You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work.

Energy:

You bring energy and urgency to the RSPB to motivate people to do the best they can.

Capability:

You build your own and other people's capabilities, directly and indirectly.

Relationships:

You communicate effectively and build productive internal and external relationships.

Change:

You support continuous improvement and change and constantly look for way to do things better.

Advocacy:

You act as an advocate for the RSPB.

Performance:

You get things done, achieve ambitious goals and the RSPB's aims.

In line with these competencies, the following behaviours are essential upon appointment to this particular role and will need to be part of what you do for you to add value to the RSPB:

- ❖ Encourages everyone to pull in the same direction.
- ❖ Forms productive internal partnerships.
- ❖ Willingly shares knowledge and resources with others.
- ❖ Offers co-operation rather than competition.
- ❖ Surfaces and deals with conflict constructively.
- ❖ Forms positive relationships with different people.
- ❖ Supports people during times of change.
- ❖ Listens to other people's ideas and suggestions.
- ❖ Speaks positively about the RSPB with colleagues.
- ❖ Holds people accountable for delivering against their goals.

Additional Information

- ❖ This role will involve lone working.
- ❖ This role will require regular weekend and evening working.
- ❖ This role will require regular travel within the UK.
- ❖ This role will require regular travel within Europe/overseas.
- ❖ This role will require regular overnight stays away from home.
- ❖ The RSPB works for a healthy environment for all and we therefore expect you to take action in accordance with our Environmental Policy and objectives. Together we can make a positive difference for our world.
- ❖ In the RSPB, volunteers are a major resource and make a vital contribution to the RSPB's aim to take action for the conservation of wild birds and the environment. Employees are responsible for encouraging, developing and supporting volunteers in their work for the RSPB.