



## Job Vacancy

<b>Position:</b>	<b>Head of Conservation &amp; Policy</b>
<b>Reporting to:</b>	Interim Chief Executive Officer
<b>Team:</b>	Approximately 15-20 staff, including three Assistant Heads of Division
<b>Contract:</b>	Full-time and Permanent

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### Background:

BirdWatch Ireland is the largest independent conservation organisation in Ireland. Established in 1968 it currently has over 15,000 members and supporters, with an active nationwide network of over 30 branches. The primary objective of BirdWatch Ireland is the protection of wild birds and their habitats in Ireland. BirdWatch Ireland is the trading name of the Irish Wildbird Conservancy, a company limited by guarantee, and has an annual turnover of over €1.7million. It is also a registered charity and a partner of BirdLife International, a partnership of over 100 bird conservation organisations across the globe.

### The Job:

The Conservation & Policy Division within the organisation has a broad remit, including a range of conservation projects, reserve management and policy development. BirdWatch Ireland is now looking for a suitable person to lead the Conservation & Policy Division, managing the full remit of projects and continuing to build its profile nationally and internationally. The Head of Conservation & Policy will report directly to the Interim CEO, and will be a key member of the Senior Management Team, including the Interim CEO and Head of Administration & Finance.

You will preferably be qualified in an area of ecology, zoology, other wildlife, land management, or agricultural related discipline, with a passion for nature conservation. You will have prior work experience in conservation, extensive ornithological knowledge and an excellent understanding of Irish/EU priorities in relation to bird conservation. You will have significant experience across all aspects of project management including budgeting, managing staff and liaising with stakeholders.

You will demonstrate initiative and be a proactive team leader, supported by a team of 3 Assistant Heads of Division.

### Key Responsibilities:

- **Member of the Senior Management Team:**  
You will be expected to make a major contribution to the establishment and implementation of strategic aims and objectives of BirdWatch Ireland, specifically:
  - a. Work with Senior Management colleagues to develop, monitor and refine relevant strategies, plans and programmes.

- b. Work with Senior Management colleagues to develop agreed approaches to work areas, issues, problems and opportunities as they arise.
  - c. Ensure effective communications exist within all areas of BirdWatch Ireland including provision of regular and accurate reports and briefings to the Board.
  - d. Attend board meetings and the AGM, and report on progress, issues and plans as required.
  - e. Overall responsibility for management and control of all Conservation & Policy related projects, resources, including staff and costs, in line with approved budgets and milestones as set out by the Interim CEO.
  - f. Develop and maintain strong working relationships with all Divisions within the organisation and contribute positively to the work of other Divisions and colleagues as required.
- **Strategic direction of the Division:**
    - a. Ensure that BirdWatch Ireland remains on track in relation to fulfilling its objectives as outlined in BirdWatch Ireland's *Strategy 2020 Vision*, specifically those objectives relating to species and land management, surveys and monitoring, reserve management, advocacy and policy development.
    - b. Seek to develop BirdWatch Ireland's profile further within its strategic remit, and going forward to review the effectiveness of this approach.
- **Project Management:**
    - a. Overall responsibility for management of all Conservation & Policy projects as per the organisation's processes and internal controls, including their introduction, implementation and ongoing development, in line with best practice.
    - b. Support as necessary fundraising efforts, including securing funding for core activities and personnel, project research contracts from government and other bodies, donor appeals, donor management, private, corporate and foundations in line with the aims and objectives of BirdWatch Ireland.
    - c. Overall responsibility for management of all Conservation & Policy related projects, including project bidding and project management.
    - d. Generate new revenue opportunities for all Conservation & Policy related projects.
- **Line Management:**

Utilising best management practice you will be expected to build and nurture an effective Assistant Heads of Division Team, centred around a culture of dedication, professionalism and mutual respect:

    - a. 3 Assistant Heads of Division will report directly to you.
    - b. Each Assistant Head of Division manages a separate team of highly driven and committed specialists in their respective work areas of science, conservation, advocacy and policy based projects in line with BirdWatch Ireland's *Strategy 2020 Vision*.
    - c. You will ensure that all team members perform as expected to agreed timelines and targets as set out by you in line with the organisation's objectives.
- **Promotion of BirdWatch Ireland:**
    - a. Seek to promote BirdWatch Ireland's work to a wider audience in conjunction with other Divisions and colleagues.
    - b. Represent the organisation as required on all aspects of Conservation & Policy in line with the organisation's objectives. This representation includes any delegation to suitable personnel by you as Head of Division.
    - c. Develop and maintain good relationships with Government, both central and local, BirdLife International, RSPB and relevant NGOs.
    - d. External liaison and representation of BirdWatch Ireland on relevant groups, committees and conferences, and liaison with key stakeholders and partners.

**Essential Skills and Qualifications:**

- Minimum MSc in ecology, zoology or related area, supported by at least 10 years' relevant extensive experience in conservation.
- Extensive ornithological knowledge.
- An excellent understanding of Ireland's/EU priorities in relation to bird conservation.
- Strong project management experience - ability to develop, monitor and evaluate multiple projects with varying deliverables and deadlines. Ability to plan, organize and lead the implementation of plans and processes.
- Strong interpersonal skills and proven ability to provide leadership to a team and to work in a team environment.
- Interpersonal qualities necessary to generate enthusiasm, integrity and build consensus with staff.
- Excellent written and oral communication, presentation and negotiation skills, with the ability to tailor material to suit a variety of technical and non-technical audiences.
- A publication record, with an ability to write and review material.
- Fundraising experience with proven ability to secure funds and source new opportunities.

**Remuneration:**

Please outline your salary expectations as part of your application.

**How to apply:**

Complete the application form available on the BirdWatch Ireland website. Please do not send CVs. Applications should be sent by email to [humanresources@birdwatchireland.ie](mailto:humanresources@birdwatchireland.ie) (please put "Head of Conservation & Policy" in the subject box), or by post to:

Head of Human Resources,  
BirdWatch Ireland,  
Unit 20, Block D,  
Bullford Business Campus,  
Kilcoole,  
Co Wicklow.  
A63 RW83

**Closing date for applications:**

17:00hrs., 22<sup>nd</sup> June 2017.

Interviews are likely to take place within the following 2 weeks, with a view to starting as soon as possible thereafter.

Any further queries regarding this post should be directed to:

Head of Human Resources, [humanresources@birdwatchireland.ie](mailto:humanresources@birdwatchireland.ie) .