

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Administration Officer- World Congress
DIVISION/DEPARTMENT:	Partnership, Communities and Capacity Development

1. OVERALL PURPOSE OF JOB

Provide administration and project management support to the BirdLife International World Congress taking place in the United Kingdom in September 2022.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Partner Relations Officer
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
N/A
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:
<p>The World Congress Administrator will also report to the Head of Development (Asia) who will be organising the London section of the World Congress and provide additional on-the-ground support where needed.</p> <p>Other working relationships will include supporting the Partner Relations Officer with reporting progress updates and providing information to the organising committees of the World Congress, and key decision makers such as the director of PCCD and the CEO.</p>
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :
<p>This role will provide key support to the BirdLife partners to attend and participate in the World Congress either online or in-person. This will involve organising delegate logistics, answering questions and providing up-to-date information to the partnership.</p>
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:
<p>This role may also involve coordinating with the attendees of the World Congress outside of the partnership, such as key donors and partners. Other staff members are responsible for this, but the World Congress administration officer may provide additional information about their logistics to arrive in the UK or attend online.</p>

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3. KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	2	Policy makers (institutional /politicians/ corporations)	1
BirdLife advisory groups, committees, reg. councils	1	Press & media	1	Funding organisations (institutions, foundations, corporations)	1
BirdLife Global Council	1	Regulators/ legislators/ auditors	1	Individual donors/ members	1
Suppliers/service providers	3	Scientific community	1	VIPs/ royalty/ high worth individuals	1
<p>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". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p> <p>Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.</p>					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <ul style="list-style-type: none"> • Support delegate logistics from registration to arrival in the United Kingdom. This will involve liaising with the accommodation in Cambridge and London to provide up-to-date information about delegate bookings, organising internal transfers for delegates arriving in the United Kingdom and general support when requested with any other aspects of delegate logistics not mentioned above. • Support with organising the World Congress programme. This would involve liaising with keynote speakers, presenters, and facilitators to confirm availability, provide key information about their session in terms of location and timing, organise any resources and AV set up they require when possible, and plan practice sessions. • Provide financial and administration support including budgeting and preparing transactions. • General in-person delegate management during the World Congress such as being available in-person and over the telephone to answer questions and provide additional logistical support to delegates as and when requested. • Ensuring keynote speakers, presenters and facilitators are in the right place at the right time and have all the information and have the resources they require for their session. • Liaising with venues to provide final numbers and room set up information, AV requirements and any other venue preparation including preparing signposts, tables, seating arrangements and putting up banners. • Supporting the project management team to manage volunteer teams and ensure that all volunteers understand expectations and their role throughout the World Congress. • Liaising with all other service providers to ensure all equipment, resources, set up and any other required logistics are in place prior to the start of the World Congress.

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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	£500-£1000
Contracts – Funders	N/A

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	A good standard of secondary education
Job Specific Knowledge	Event management, administration knowledge desirable
Experience	Comprehensive experience of project management/administration/event management or similar roles.
Management & organisational skills	Excellent organisational skills are needed, and the ability to coordinate large groups of people.
Communications skills	Excellent ability to communicate with a wide range of people from different backgrounds.
Analytical Skills	Ability to tackle practical problems under pressure, which may arise in the organisation and delivery of the World Congress
Creativity & Initiative	Ability to take initiative to solve problems and develop better systems and processes for organising the World Congress
Computer Literacy	Basic computer use, experience using excel and databases such as Razors Edge would be an asset, as well as experience using virtual events platforms.
Languages	Any languages such as French and/or Spanish and/or Arabic would be a benefit, but not necessary.
Travel requirements	N/A
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Experience in events management and organising international conferences would be ideal.	

Prepared by: Sarah Jane Brady	Date: 08/10/2021
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