

Application pack



This pack contains all the information you need to apply, including:

Applicant letter

Details on how to apply plus closing date and interview date(s)

Job description

A breakdown of the vacancy, including the purpose of the job, requirements, duties and responsibilities

Person specification

A list of criteria that potential candidates should aim to meet

Dear Applicant,

Aquatic Warbler LIFE Project Officer:
ref. no: 2009/LIFE/01
full-time employment, 37-44 K PLN gross per year

Thank you for your enquiry regarding our advertised vacancy. A job description and person specification are enclosed.

Please take the opportunity to learn more about OTOP under www.otop.org.pl and about the project you would be working for under www.wodniczka.pl.

If you require any further information about this post, please contact

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tel: +48-22 761 82 05; fax: +48-22 761 90 51;
Pawel.Szalanski@otop.org.pl

Your full English language application (incl. covering letter and CV showing how you meet the requirements) should be sent via e-mail to:

Pawel.Szalanski@otop.org.pl

The closing date for receipt of completed application forms is 18 February 2009. Interviews will be held in Polish and English language in Marki k/Warszawy, on 23 and 24 February 2009.

If you are an external candidate, may we take this opportunity to thank you for your interest in employment with OTOP. As a charity, we try to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within six weeks of the closing date, you should assume that your application has been unsuccessful on this occasion.

We look forward to receiving your application in due course.



Izabela Flor
Executive Director



Job Description

Job Title:	Aquatic Warbler LIFE Project Officer
Location Of Job:	OTOP main office in Marki near Warsaw, Poland
Post holder reports to:	Aquatic Warbler LIFE Project Manager
Reporting To Post holder:	N/A
Other working relationships:	The LIFE Project Officer works under the LIFE Project Manager as part of the LIFE project team, including staff working in any of the 5 project partner organisations. Three full-time permanent project staff are based in the main office in Marki: the LIFE Project Manager, the LIFE Project Officer and the LIFE Project Communications and Administration Assistant.
Overall Purpose Of The Job:	To support the LIFE Project Manager to ensure the effective and efficient management of the EU LIFE Nature funded project "Conserving <i>Acrocephalus paludicola</i> in Poland and Germany" (short: AW LIFE project). To support him to timely deliver the project results in accordance with the funding application requirements, and within the available budget and contractual obligations, with a special focus on finance control, activity coordination and reporting.
Period of contract:	permanent contract, with funding secured until mid 2010, most probably mid 2011. Further employment within OTOP after the end of the project is possible.
Salary level:	as orientation: 37,000 – 44,000 PLN gross per annum

Background:

OTOP-BirdLife Poland together with 4 additional partner organisations is implementing the EU LIFE Nature project with the title "Conserving Aquatic Warblers (*Acrocephalus paludicola*) in Poland and Germany". The project started in 2006 and is scheduled to end in May 2010, with a probable extension until May 2011. With an overall budget of 5.4m€ it is one of the largest, most exciting and most comprehensive species conservation project ever done in Poland. It is crucial for the survival of the critically threatened "Pomeranian" population of the Aquatic Warbler and for a recovery of the Polish core population of the species in the Biebrza Valley. The following is a short summary of the project, more information is available on the project's website www.wodniczka.pl:

Acrocephalus paludicola is the rarest, and the only globally threatened passerine bird (IUCN status "vulnerable"), found in mainland Europe, with a very small world population of only 12-20,500 pairs. Once widespread and numerous on fen mires and wet meadow, this habitat specialist has disappeared from most of its former key range in northern Germany and Poland due to habitat loss and degradation. With its habitats nowadays dependant on human land use, and being extremely susceptible to changes in traditional land use, it is now effectively a conservation dependent species with an acutely threatened and genetically distinct population along the German-Polish border ("Pomerania") and a larger one in northeastern Poland ("Biebrza region"). *A. paludicola* is listed in Annex 1 of the EU Birds Directive, and as a priority species for EU LIFE funding. Most range states including Poland and Germany have signed an international MoU on the species under the Bonn Convention for Migratory Species (CMS) in 2003, committing themselves to the implementation of an International Action Plan for this flagship species of its habitat. The proposed project will contribute to its implementation, targeting the breeding sites of 81% of the remaining Polish and German populations in the two named regions (c.2800 pairs), equalling 76% of the EU population.

Objectives: The project aims to stabilise the population of *Acrocephalus paludicola* in key areas of its range in Poland and Germany, by simultaneously improving and increasing the habitat at the main EU stronghold of the species (Biebrza) and preventing the extinction of the distinct remnant population in Pomerania.

An international partnership of five NGOs and two protected area administrations from 3 EU member states will effectively manage, monitor and implement the project in 9 project sites (all designated SPAs) to achieve the following key objectives:

- 1) Awareness of authorities, key stakeholders and the local public of the conservation needs of the species and its specific habitat requirements raised.
- 2) *Acrocephalus paludicola* habitat improved and enlarged in Pomerania and Biebrza.

3) Replicable financial and legal mechanisms for ensuring long-term sustainable management for *Acrocephalus paludicola* in Germany and Poland are identified and agreed upon, and funding secured.

Actions and means involved: Awareness and acceptance of *A. paludicola* conservation will be achieved using a variety of methods including a web site, leaflets, media work and on the ground experiences. National and regional action plans and local management plans for the conservation of *Acrocephalus paludicola* will be developed and agreed with all stakeholders, based on scientific requirements and local land use patterns. On the ground habitat management will be implemented as an emergency measure to save the Pomeranian population of the species and to improve conditions at Biebrza. A variety of methods will be used, including hydrological management, bush removal, low intensity grazing, late mowing of wet meadows and fen mires (by hand and machine), summer and winter mowing of reed plantations and vegetation burning. Intensive complementary monitoring of management effects on key habitat parameters and bird numbers, will enable identification of the best methods for each site. Best practice conferences and intensive networking with other initiatives will ensure the experience of this project can be replicated in other areas. To secure the long-term legacy of the project an emphasis will be put on the development and testing of cost-effective management measures (like win-win agreements with local land users, burning) and alternative sources of income (thermo-energetic use of biomass, tourism). The project will also work to develop and promote specific policy and financial mechanism to benefit the species and its habitat, like specific agri-environmental schemes.

Expected results: Conservation of *Acrocephalus paludicola* will be understood, accepted and supported by all key stakeholders at regional, national and international levels. In the 9 project sites, management plans for all potential habitats of the species (42,000ha), will be set up. C.3000ha will be effectively managed, thereby improving c.1500ha of existing *Acrocephalus paludicola* habitat and recreating c.1500ha of new potential habitat in Pomerania and Biebrza. To make this possible 1800ha land will be purchased. Within the managed area at Biebrza, the population is expected to increase by 15%, with >300ha newly occupied by *A. paludicola* by the end of the project. In Pomerania, the number of occupied breeding sites will rise from 6 to 7 by this time. Restoration and management practices and techniques will be used for best practice guidance for future work in sites in the same area and other areas in the EU and beyond.

Recreated and improved habitat, specific management plans at all project sites and the identification of sustainable ways of habitat management for *A. paludicola*, will set the basis for a further increase in the species' populations after the end of the project.

The Project is planned to last for 64 month with a total expenditure of 5,457,109 €, of which 309,214 € (6%) will be spent in Germany. 1,887,885 € will be spent on land acquisition and 1,679,295 € on habitat management.

Main Duties

- to support the LIFE Project Manager with the implementation of the Aquatic Warbler LIFE Project; to support him to timely deliver the project results in accordance with the funding application requirements, and within the available budget and contractual obligations
- to give special attention to the following areas of the project's implementation:
 - finance control, i.e. supervising the project spending and correct booking of all of OTOP's project activities, and advice and control of other project partners' spending
 - coordination aspects of the implementation of LIFE project activities
 - take over the lead on the implementation of selected project activities (to be selected with consideration to the specific abilities and interest of the post holder), e.g.:
 - coordination of the 2009 national Aquatic Warbler census
 - contribution to the Polish National Action Plan for the Aquatic Warbler
 - contribution to the Aquatic Warbler Site Management Plans prepared until end 2009
 - preparation of the final conference of the project, planned for May 2010
- The LIFE Project Officer may be involved, amongst others, in the following activities:
 - Preparation of management plans and liaison with relevant stakeholders
 - Select contractors
 - Finalise and approve Aquatic Warbler National Action Plan for Poland and Germany
 - Investigate feasibility and arrange biomass use at project sites
 - Investigate feasibility of controlled vegetation burning at project sites
 - Work out agri-environmental scheme for *Acrocephalus paludicola* friendly way of reed management and lobby for it
 - Purchase land and consolidate purchased land parcels
 - Development and maintenance of project web-site
 - General project branding and awareness raising
 - Media releases
 - Workshops to promote best-practice

- Networking with other projects and initiatives
- Project planning, monitoring, management and administration
- Hold Project Steering Group Meetings
- Site visits by Technical Task Force
- Technical report production
- Financial training, monitoring and reporting
- Vegetation structure and dynamics monitoring
- Water level monitoring
- Food base monitoring
- Aquatic Warbler population monitoring
- Prepare monitoring results analysis and report

Other Duties:

- Assist OTOP in the development and implementation of related conservation work.
- To help as requested with tasks concerning related and other areas of work at OTOP

