

# 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 announcement**

The official text of the job announcement as communicated to potential applicants

## **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 Site Manager, Biebrza NP Buffer Zone:**  
**full-time employment ; 2,600 – 3,000 PLN gross per month,**

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

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

Michał Radziszewski,  
OTOP, ul. Odrowąża 24, 05-270 Marki k. Warszawy  
Tel: +48-22 761 82 05, E-Mail: [Michal.Radziszewski@otop.org.pl](mailto:Michal.Radziszewski@otop.org.pl).

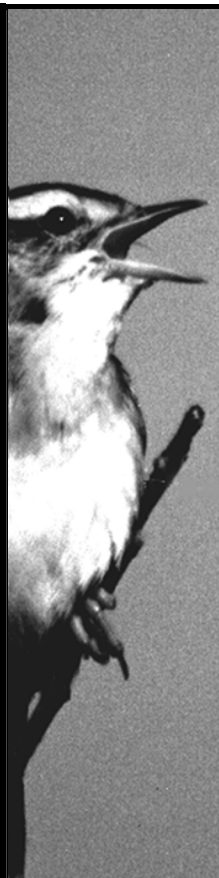
CV and covering letter should be sent via e-mail to [rekrutacje@otop.org.pl](mailto:rekrutacje@otop.org.pl) and in cc: to [Michal.Radziszewski@otop.org.pl](mailto:Michal.Radziszewski@otop.org.pl).

The closing date for receipt of completed application forms is 30 January 2008. Interviews will be held in Marki k. Warszawy.

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**



## WORKING FOR NATURE CONSERVATION

We are looking for a motivated coordinator interested and able to work locally in an exciting large scale EU LIFE Nature conservation project.

### Site Manager

for a project site in the Biebrza Valley

**3 years, full-time employment**  
**2,600-3,000 PLN per month**

OTOP and a partnership of organisations are implementing a large-scale international conservation project to conserve the populations of the globally threatened aquatic warbler (wodniczka) in Poland and Germany. With your help, this project will be able to make a real difference to the bird.

You will set up a new nature reserve in the surroundings of the Biebrza NP and coordinate all project activities at these sites. You will be involved in the implementation of conservation measures, management planning, financial coordination and reporting. Supported by a whole project team, you need to deliver the activities planned for your site within time and budget. Your enthusiasm for nature and bird conservation and your ability to build rapport with local stakeholders will prove very useful in this job.

For more detailed information contact OTOP in Marki k. Warszawy ([rekrutacje@otop.org.pl](mailto:rekrutacje@otop.org.pl)). Send your full English or Polish language application (incl. covering letter and CV showing how you meet the requirements) there by 30 January 2008 (e-mail only). Interviews will be held in Marki. Shortlisted candidates will be contacted.



<b>Job Title:</b>	Aquatic Warbler LIFE Project Site Manager, Biebrza NP Buffer Zone
<b>Location Of Job:</b>	Biebrza Valley
<b>Post holder reports to:</b>	Aquatic Warbler LIFE Project Manager at the OTOP Office in Marki k. Warszawy
<b>Reporting To Post holder:</b>	all other Aquatic Warbler LIFE project staff employed for the project site Biebrza NP Buffer Zone, e.g. monitoring officer
<b>Other working relationships:</b>	OTOP Aquatic Warbler LIFE Project Site Managers at other project sites, Biebrza NP staff
<b>Overall Purpose Of The Job:</b>	<p>To ensure the effective and efficient implementation of the EU LIFE Nature funded project “Conserving <i>Acrocephalus paludicola</i> in Poland and Germany” (short: AW LIFE project) at the Biebrza National Park Buffer Zone project site.</p> <p>To set up and manage the new nature reserves in the Buffer Zone of the Biebrza National Park.</p>
<b>Period of contract:</b>	until end of May 2011, with chance of further employment after the end of the project
<b>Employment level:</b>	full time employment (40 hours a week)
<b>Salary level:</b>	as orientation: 2,600 – 3,000 PLN gross per month

**Background:**

OTOP-BirdLife Poland together with six additional partner organisations is implementing the EU LIFE Nature project with the title “Conserving Aquatic Warblers (*Acrocephalus paludicola*) in Poland and Germany”. It aims to secure the survival of the critically threatened “Pomeranian” population of the Aquatic Warbler and to support a recovery of the Polish core population of the species in the Biebrza Valley. The following is a short summary of the project:

*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 north-eastern Poland (“Biebrza region”). The project targets 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 organisations implements the project at 9 project sites 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 identify former breeding sites with restoration potential a screening study will be prepared. Following this, restoration plans for the most promising sites will be developed. 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. 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.

The Biebrza National Park Buffer Zone site is one of 9 project sites. 7 of these sites are located in Western Pomerania and neighbouring Germany. The other sites are the Biebrza National Park and its Buffer Zone. Within the Buffer Zone three sites of particular importance for the Aquatic Warbler have been identified with a joint area of c. 1300 ha. Part of this land is owned by OTOP, other parts are in private ownership. The project activities at this site include:

- development of a site management plan, incl. baseline research
- searching for a solution how to use the biomass produced by managing the site

- purchase of land parcels for OTOP
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- removal of bushes and trees
- building of tourist infrastructure (observation points)
- mowing of plots as necessary for the species
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- educational measures, including production of a site leaflet
- monitoring of birds and habitat parameters

The sites will be managed by OTOP together with the local land owners beyond the end of the LIFE Project.

### **Main Duties**

- Function, on behalf of OTOP as the LIFE project site manager for the Biebrza National Park Buffer Zone in order to coordinate the timely implementation of the activities planned for this project site within the Aquatic Warbler LIFE project in accordance with the funding application requirements.
- To be fully aware of all deliverables, timing and resources of the AW LIFE project concerning this project site.
- Manage the employment and work of any other project staff or sub-contractor contracted to implement specific activities at or for the Biebrza Buffer Zone project site.
- To manage the site budget dedicated within the AW LIFE project for work at and for this project site.
- Document and describe all expenditures for the project site according to the rules applied by OTOP within the LIFE project to allow for proper accounting at the central level in Warsaw.
- Provide regular technical and financial reports to the AW LIFE Project Manager at OTOP about the progress of works at the project site and about the financial expenditures connected to them according to the reporting schedule agreed within the AW LIFE project.
- Participate in overarching activities of the AW LIFE project as organised by the central project staff, like e.g. training workshops, best-practice conferences and Technical Task Force visits.
- Serve as the local representative of OTOP and the AW LIFE project.

### **Other Duties:**

- Plan, in cooperation with OTOP for the continuation of the project work and for the ongoing management of the new Nature Reserves after the end of LIFE funding. Develop follow up projects and strategies.
- 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

