

**Job Title:** Project Manager  
**Team:** Conservation – LIFE Arcipelagu Garnija Project  
**Location of Job:** BirdLife Malta office in Xemxija  
**Post holder reports to:** Conservation Manager  
**Reporting to Post Holder:** Project Wardens and Financial Administrator

---

#### Overall Purpose of the Job:

- To ensure the effective and efficient completion and management of the EU LIFE Nature funded project – LIFE Arcipelagu Garnija.
- To deliver the Project Results in accordance with the Funding Application specifications and the contractual obligations, within normal BLM organisational policies and practices.
- To manage the staff and volunteers involved in project delivery

#### Main Duties:

##### Project management

1. Deliver the Project on time and on budget in line with the contractual terms or any agreed variation with the EU LIFE Project Unit;
2. Maintain clear oversight of the project, ensuring all elements are managed effectively and delivered efficiently using appropriate resources;
3. Plan and progressing the Project Tasks using suitable project management and monitoring techniques as necessary and appropriate;
4. Use budget and resources effectively and efficiently to deliver the project either directly or through partners;
5. Manage project staff and volunteers to ensure they are effective and motivated;
6. Ensure adequate resources and information is available to staff and volunteers to be effective, including equipment, working instructions and procedural documentation;
7. Establish and maintain the administration systems necessary for running the LIFE Project, particularly the accounting and reporting systems and the preparation and monitoring of budgets;

##### Partner and funder relations

8. Inform and advise the project Steering Group on project progress and service the Steering Group meetings;
9. Prepare reports for the project Steering Group and Partner Managers;
10. Prepare reports for the European Commission, liaising with partners as appropriate;
11. Ensure good communication within and between the different partner organisations;

##### Technical Knowledge

12. Have thorough understanding of the Yelkouan Shearwater's biology, seabird ecology and conservation issues;
13. Knowledge of monitoring and conservation techniques required for the delivery of the project (e.g. rat control);

[www.birdlifemalta.org/conservation/arcipelagugarnija](http://www.birdlifemalta.org/conservation/arcipelagugarnija) | [f /arcipelagugarnija](https://www.facebook.com/arcipelagugarnija)  
Life Arcipelagu Garnija | Project No. LIFE14 NAT/MT/991  
Office address: Flat 2, Xemxija Waterfront Apartments, Triq Is-Simar, Xemxija SPB9025  
Legal address: 57/28 Triq Abate Rigord Ta' Xbiex XBX 1120  
BirdLife Malta V.O. 0052 | VAT No. MT1252-2003 | t. (+356) 21347646 Ext. 511 | e. [garnija@birdlifemalta.org](mailto:garnija@birdlifemalta.org)

## Public Affairs/Community Liaison

14. Complete all dissemination tasks specified within the Application Document;
15. Promote awareness of the aims, activities and results of the LIFE Project to key audiences;
16. Ensure that project staff, project partners and all other interested parties are kept informed of project progress;
17. Prepare and circulate an annual project newsletter;
18. Act as media spokesperson of the project as appropriate;
19. Work to develop the long term relationships and successful partnership working with all Partner organisations and other bodies in Malta and the EU;
20. Respond to queries about the LIFE Project from media and general public.
21. Give talks and presentations on the aims, activities and results of the LIFE Project as required.

### Other Relevant Factors:

22. Frequently works anti-social hours including weekends and Bank Holidays.
23. Occasionally work in remote places (sea caves, sea-cliffs, offshore islets)
24. Occasionally required to use private vehicle.
25. Required to maintain confidential information.

We expect you to carry out your job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.

At BirdLife Malta, volunteers are a major resource and make a vital contribution to the organisation's aim to take action for the conservation of wild birds and the environment. You will be expected to encourage, develop and support volunteer involvement in our work.

### To apply:

Applications consisting of a cover letter and a CV may be sent to BirdLife Malta's CEO Mr Mark Sultana by email to [mark.sultana@birdlifemalta.org](mailto:mark.sultana@birdlifemalta.org)

Deadline for applications is Monday 11th July 2016 at 12pm.

For further information visit [www.birdlifemalta.org/arcipelagugarnija](http://www.birdlifemalta.org/arcipelagugarnija)

*LIFE Arċipelagu Garnija (LIFE14 NAT/MT/000991) is 60% funded by the EU LIFE unit and co-financed by the Ministry for Sustainable Development, Environment and Climate Change. The project started in September 2015 and has a duration of 5 years.*

<b>Person Specification</b>	<b>Job Title:</b>
	<b>LIFE Arcipelagu Garnija Project Manager</b>

<b>Essential</b>		<b>Desirable</b>	
<b>Qualifications</b>			
1	1 <sup>st</sup> Degree in a relevant subject	A	Postgraduate Degree or diploma in a relevant subject
		B	Certificated Project Management diploma or similar
<b>Experience</b>		<b>Experience</b>	
2	Three years project management of a complex project	C	Working in a complex environment with partners and other organisations
3	Working on an EU funded project	D	Acquisition of funds and non-monetary resources
	Management of staff and/or volunteers	E	Acquisition of relevant permits (ERA, WBRU)
	Management of budgets		
<b>Skills/Abilities</b>			
4	Excellent communication skills across many audiences (English)	F	Ability to give media interviews
5	Excellent command of written and spoken English language	G	Good command of Maltese language; Knowledge of Italian and Spanish
6	Well organised, able to plan and prioritise		
7	Able to develop excellent relations with key internal staff as well as building links with external organisations i.e. good networking skills		
8	Computer skills (Microsoft Office)	H	GIS software, R
9	Project management and/or financial management software use		
10	Creative, innovative and problem solving		
<b>Knowledge</b>			
11	Well developed knowledge of ecological interconnections, seabirds and their conservation	I	Well developed knowledge of Maltese wildlife, EU Birds and Habitats Directives
<b>Disposition/Circumstances</b>			
12	Positive `can do` attitude and able to use initiative		
13	Current full driving license (C1E)	J	Boat driving license
		K	Bird-ringing license (of Scheme recognized by EURING)
		L	Familiarity with rope-access