



MALTA

57/28, Abate Rigord Street, Ta' Xbiex MALTA

Job Description for the post of Project Coordinator

Job Title:	Project Coordinator
Department:	Conservation
Location:	To be based in our offices (Ta' Xbiex, Malta)
Post holder reports to:	Head of Conservation
Reporting to post holder:	Temporary fieldworker and volunteer positions
Period job offered:	3-year definite contract (full-time)
Overall purpose of job:	<p>As part of our commitments to report on the status of wild migratory and breeding birds in Malta, the post holder shall coordinate fieldwork, inputs and outputs concerning Article 12 reporting obligations as part of a wider project in which BirdLife Malta is involved.</p> <p>The post-holder shall have the opportunity to liaise with BirdLife Malta's supporting birding community, coordinating fieldwork for research and conservation purposes, with the ultimate aim of publishing scientific work in relation to reporting obligations.</p>
Main duties:	<p><i>Coordinating fieldwork</i></p> <ul style="list-style-type: none"> • Recruit volunteers and temporary fieldworkers to deliver a breeding bird census across the Maltese Islands in preparation for Malta's next Breeding Bird Atlas • Organise and deliver training workshops to acquire data on migratory and breeding birds, ensuring participants are briefed and provided with necessary aids and resources • Follow-up, check and maintain records and data from volunteers and fieldworkers <p><i>Undertake fieldwork, data collection, handling and processing</i></p> <ul style="list-style-type: none"> • Undertake breeding bird and migratory bird surveys through a mix of censusing techniques; • Assist in mapping processes as necessary • Maintain and manage project-generated data to be included or extracted from databases <p><i>Reporting and data analysis</i></p> <ul style="list-style-type: none"> • Assist with reporting requirements on project progress • Undertake data analysis and reporting of data collected in the field • Assist in the delivery of bird census reports which may be required by the organisation and/or other research initiatives. • Maintain and improve on the organisation's methods of data collection on local breeding and migratory birds <p><i>Administration</i></p> <ul style="list-style-type: none"> • Ensure BirdLife Malta delivers its contractual obligations with both contractors and suppliers of data • Work to an established workplan

	<ul style="list-style-type: none"> • Assist in the promotion of project outcomes • Support internal committees of staff and members concerning research activities undertaken by the organisation
Challenges:	Will require periods of work commensurate with peak migration periods of wild birds over the Maltese Islands, including work outside routine office hours as necessary
Basic Requirements (Only applicants who can demonstrate these qualities may be considered)	<ul style="list-style-type: none"> • Good bird identification skills with proven knowledge of local and migratory birds of Malta • Good grasp of written and spoken English. • Sound skills in using MS Office, email communication and web usage. • Proven skills in handling data. • Clean police conduct. • A valid driving licence.
Desirable Qualities/Skills	<ul style="list-style-type: none"> • A basic understanding or qualification in natural sciences, ecology, nature protection and/or conservation. • Experience in having undertaken bird censuses. • Experience in leading teams to a task. • Knowledge of Maltese language. • Knowledge and experience in the use of statistical and mapping software. • Good interpersonal and communication skills.