

Job Title: Stakeholder Engagement Specialist
Department: Conservation Science
Division: Science

Job Description

Main Duties

- Stakeholder mapping (identifying typologies of stakeholders, their ecological domains of interest, their technical capabilities and data needs etc.) and ensuring data security and compliance, including storage of names, affiliations and contact details (GDPR)
- Publication of an initial Stakeholder Engagement Plan with support from across the project's technical development teams
- Design and delivery of three international In-Person workshops with a small body of core (collaborator) stakeholders, including organising venues and participation and facilitating and summarising discussion and surveys, and managing the provision of actionable feedback to technical development teams
- Design and delivery of multiple On-Line workshops with peripheral (consultative) stakeholders; facilitating and summarising discussion and surveys, and managing the provision of actionable feedback to technical development teams
- Online survey of pan-European stakeholders; facilitating and summarising qualitative data, and managing the provision of actionable feedback to technical development teams
- Researching, devising and publishing of 10-15 stakeholder user stories providing narrative and illustrated case-studies, for exemplifying data requirements that are linked to European nature management across terrestrial, aquatic and marine domains, for diverse geopolitical regions of Europe and which highlight stakeholder analytical needs and capabilities
- Engaging with and managing stakeholders as test-pilots for gathering biodiversity data using new and emerging technologies
- Working collaboratively to ensure that technical development teams are sensitive to and appropriately embed stakeholder needs and capabilities into their programs of work
- Recurrent management of a pan-European stakeholder network, with ongoing engagement (feedback, newsletters etc.) and tracked KPIs; working with the project's outreach, training and communications teams to ensure effective stakeholder liaison
- Design and delivery of three international In-Person workshops to test beta outputs and provide feedback towards the development of final analytical tools; including organising venues and participation and facilitating and summarising discussion and surveys, and providing advice to technical development teams
- Online consultation to test beta outputs; assessment, summarisation and reporting of stakeholder capabilities and data/analytical needs for final design of project outputs
- Write-up and publication of stakeholder user stories into narrative and illustrated case-studies for late-stage evaluation

Person Specification

Skills/Aptitude	Essential	Desirable
Demonstrated success in stakeholder mapping and development of stakeholder engagement plans for large and complex (preferably international) projects	X	
Demonstrated success in managing and engaging with stakeholder networks recurrently over long timeframes (avoiding fatigue, maintaining interest)	X	
Demonstrated success in capturing and understanding stakeholder capabilities and delivering these stakeholder needs to inform technical project outcomes	X	
Demonstrated success in working with technical teams on multi-institutional projects that span different time zones and languages	X	
Experience in setting up, delivering and facilitating workshops both virtually and in-person	X	
Strong written and verbal communication skills	X	
Demonstrable qualitative and quantitative analysis skills	X	
Demonstrable project management skills and use of project management methodologies	X	

Knowledge	Essential	Desirable
Professional knowledge of stakeholder engagement and facilitation	X	
Skilled in use of MS Office programmes (ie MS Word, Excel, Powerpoint), and platforms for virtual polling, meeting, content creation and management (Teams, Slack etc.)	X	
Knowledge of biodiversity recording and analysis		X
Knowledge of European conservation legislation and practice		X
Knowledge of data analysis and presentation for social science, e.g. survey data		X



Professional Qualifications	Essential	Desirable
Undergraduate degree in relevant* subject area (biology, social science) or relevant equivalent experience	X	
Masters degree in relevant subject area (biology, social science)		X
*there is flexibility commensurate with skills and experience, e.g. a successful candidate could be a biologist that has moved into professional engagement with natural science stakeholders, or a social scientist who has specialised in engagement with natural science stakeholders		