**Policy Specialist**

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| **Job grade** |  | **Reports to** | **NBCAP Project Manager** |
| **Directorate** | **Conservation and Policy** | **Function** |  |
| **Contract**  | **Fixed term contract**  | **Location** | **Manila, Philippines** |

**Responsibility for resources**

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| **Direct line reports** | **NA** | **Responsibility for other resources** | **NA** |
| **Financial resources** | **NA** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

In 2010, the ZSL-Philippines Country Office was established as a duly accredited NGO registered under the Securities and Exchange Commission (SEC) as a local branch of a foreign charitable institution registered in UK and holds its primary office in Iloilo City. Over the past 15 years ZSL-Philippines has gained ground in mangrove conservation ranging from in-situ rehabilitation projects, development of science-based planting protocols, reversion of abandoned, unproductive, and underutilized (AUU) fishponds, capacity building of local and national mangrove practitioners, and national policy advocacy on mangrove reversion and restoration of coastal greenbelts. Since 2013 ZSL-Philippines bolstered its work on seahorse conservation and locally managed marine protected areas (MPAs) in the Philippines especially in Danajon Bank, Bohol. MPA work expanded to other parts of the Visayas, and most recently in Siargao islands and Masinloc, Zambales. ZSL-Philippines implements freshwater conservation in northern Luzon particularly protecting the endangered Philippine eels from overexploitation. From 2018, ZSL-Philippines played an active role in the conservation of Palawan pangolins and its habitats, alongst side improvement of communities protecting them. The conservation of the endangered Mindoro tamaraw adds to its programme portfolio in 2023. To date, ZSL-Philippines has 36 staff based in its home and field offices and hubs: Iloilo, Puerto Princesa, Tuguegarao, Siargao, and Masinloc with an annual budget of £200,000 per annum and supported with robust financial, human resources, and health and safety management systems.

**Project Description**

The Blue Carbon Action Partnership (BCAP) was launched at the Our Ocean Conference in March 2023 to scale blue carbon benefits through coordinated action to unlock finance, strengthen science and empower local communities. BCAP is supporting national governments in achieving their blue carbon ambitions and coordinating, communicating and connecting global stakeholders in blue carbon ecosystems at a global and national scale. The first National BCAP (NBCAP) is in the Philippines, following the establishment of a partnership with the Philippines at the World Economic Forum’s Annual Meeting in Davos in January 2023, reinforced at UNFCCC COP 28 in Dubai in December 2023. The NBCAP Secretariat is a local body that shares the goals of the NBCAP and can legally accommodate the NBCAP Secretariat. A local ZSL office will manage the NBCAP’s finances, enable local staff to be hired, and share responsibility for overseeing the delivery of the NBCAP in an unbiased manner. The NBCAP Secretariat should operate independently of ZSL.

Overview:

NBCAP is seeking a dedicated Policy Specialist to support our efforts in shaping and advancing blue carbon policies at the national and international levels. The Policy Specialist will play a crucial role in conducting policy analysis, providing strategic guidance, and engaging with stakeholders to promote sustainable blue carbon initiatives aligned with NBCAP's mission.

*Key Responsibilities*

1. **Policy Analysis and Research:**
	* Conduct thorough analysis of existing policies, regulations, and frameworks related to blue carbon management, climate change mitigation, and biodiversity conservation.
	* Identify key policy gaps, challenges, and opportunities relevant to NBCAP's objectives and priorities.
	* Stay abreast of emerging trends, research findings, and developments in blue carbon policy and science to inform NBCAP's strategic direction.
2. **Stakeholder Engagement:**
	* Engage with government agencies, policymakers, NGOs, academia, and other stakeholders to advocate for the adoption and implementation of blue carbon policies and initiatives.
	* Build and maintain strong relationships with relevant stakeholders, fostering collaboration and partnerships to advance shared goals.
	* Represent NBCAP in policy forums, working groups, and conferences, contributing expertise and advocating for policy changes that support blue carbon conservation and management.
	* Synthesize working group and other discussions and provide analyses to distill policy recommendations.
3. **Policy Development and Advocacy:**
	* Contribute to the development of policy proposals, recommendations, and advocacy strategies to promote blue carbon conservation and sustainable management.
	* Collaborate with internal teams and external partners to develop policy briefs, reports, and other knowledge products to communicate research findings and policy recommendations effectively.
	* Support the implementation of advocacy campaigns and activities aimed at influencing policy decisions and mobilizing support for blue carbon initiatives.

*Qualifications:*

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| Experience |
| Essential | * Bachelor's or Master's degree in Environmental Policy, Public Policy, Political Science, or related field.
* 1-3 years of experience in policy analysis, advocacy, or related roles, preferably in the fields of environmental conservation, climate change, or sustainable development.
* Strong understanding of national and international policy processes, with knowledge of blue carbon science and policy issues highly desirable.
* Excellent analytical skills, with the ability to synthesize complex information, conduct policy research, and communicate findings effectively to diverse audiences.
* Ability to work collaboratively in a team environment, as well as independently with minimal supervision.
* Knowledge of environmental conservation or related fields is a plus.
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| Desirable  | * Experience in projects funded by bilateral or multilateral donor organizations (e.g., USAID, EU, etc.) is an advantage.
* Knowledge of multi-stakeholder collaboration in conservation settings is desirable.
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| Knowledge and skills |
| Essential | * Excellent written and spoken English and Tagalog.
* Proven ability to work effectively with teams and senior managers.
* Highly computer literate particularly in MS office packages (e.g., Word, Excel, Powerpoint, and MS Teams).
* Ability to synthesize and analyse high level discussions and distill possible contributions to policy
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| Desirable | * Able to demonstrate high accuracy and attention to detail with reference to written communications, whether in the form of documentation or call logging.
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| Additional requirements |
| Essential | * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical)
* To comply with and promote Health and Safety policies and procedures
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