



JOB DESCRIPTION

FIELD PROGRAMMES OFFICER



SAVING SPECIES FROM EXTINCTION | WWW.DURRELL.ORG

DURRELL WILDLIFE CONSERVATION TRUST is a Registered Charity with the Jersey Charity Commissioner, registered charity number: 1
DURRELL WILDLIFE CONSERVATION TRUST - UK is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER 1121989**
REGISTERED COMPANY NUMBER 6448493 REGISTERED OFFICE c/o Intertrust Corporate Services (UK) Limited, 1 Bartholomew Lane, London, EC2N 2AX

JOB PURPOSE

This role will support the effective delivery of Durrell's field programmes by contributing to, and in some cases leading on, aspects of the administration, management and technical oversight of the programmes. This will include procurement, logistics, other administrative support, fundraising, report writing, project development and oversight and communications.

The post holder will also contribute to technical aspects of the programmes relevant to their own experience.

**FIELD PROGRAMMES
OFFICER**

DEPARTMENT
Field Programmes

REPORTS TO
Field Programmes Manager

CONTRACT
Fixed term (12-14 months)

LOCATION
UK



KEY RESPONSIBILITIES

- Provide administrative support to the programme, including but not restricted to sourcing and procuring equipment, preparing and reviewing MoUs, contracts and agreements and arranging travel.
- Support the identification of fundraising opportunities aligned with Durrell's strategic priorities for field programmes.
- Support the preparation of fundraising proposals, including proof reading and editing, compiling supporting documents, formatting, cross-checking proposals against donor requirements, and using online donor systems.
- Contribute to and, in some cases, lead on the compilation of technical and financial reports to donors, partners and internally.
- Keep the grants calendar and donor database records accurate and up to date and maintain an overview of upcoming reporting deadlines to support work planning.
- Lead on programme communications, coordinating with other programme staff and Durrell's Communications team, to produce internal and external updates, reports, social media materials and keep the Durrell intranet and website up to date.
- Contribute to the design of programme plans and associated M&E plans and support their implementation.
- Support the programme management team and other programme staff in tracking, reviewing and adapting programme plans, through development of workplans, carrying out programme reviews, and monitoring of budgets.
- Represent Durrell in relevant conferences, workshops and meetings, as required.
- Provide technical support to programmes, as required, to ensure effective implementation and delivery of strategies.

This post is based in the UK. Remote working arrangements will be considered but the post holder must be willing and able to travel to Bath and/or London at least once a week, more regularly if required, and make occasional trips to Durrell's HQ in Jersey. International travel to field programmes may be required.



KNOWLEDGE, SKILL AND ABILITY

- A degree in a relevant subject and/or equivalent level of work experience in a relevant field (Master's degree desirable).
- A knowledge of contemporary conservation issues.
- Excellent written and spoken communication skills with the ability to communicate clearly and concisely in English is essential, with French desirable.
- Strong organisational and time management skills.
- A good understanding of monitoring & evaluation.
- Ability to demonstrate initiative and work well under pressure.
- Ability to plan ahead and work within agreed timeframes.
- Ability to write clearly and concisely for a range of audiences.
- Strong interpersonal and communication skills.
- Experience of technical and financial report writing and working with restricted funding is an advantage
- Experience of securing funding for international conservation work is an advantage
- Experience of supporting international projects is desirable.
- Skills in a relevant technical field are desirable e.g. GIS, data analysis, R software, SMART, social science.





BEHAVIOURS AND VALUES

- Passionate about conservation and an understanding of and commitment to Durrell's vision, mission and aims.
- Acts with integrity and with the best interests of the employer at all times.
- Ability to demonstrate initiative and work well under pressure.
- Respectful of the opinions of others and willingness to collaborate.
- Ability to work independently but also works collaboratively with colleagues and partners.
- Demonstrate awareness of and sensitivity to cultural, ethnic, gender and ability issues.
- Works proactively and has a determination to reach targets and excel at tasks.
- Open to adopting creative approaches and problem solving when faced with challenges and limited resources where needed.

INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation:



**A centre of excellence
in animal husbandry,
research, training and
education**



**Training future
conservation practitioners
and monitoring and
evaluating conservation
science which underpins
all Durrell activities**



**Conservation action
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

OUR VALUES

PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

ACCOUNTABLE

We are accountable for our actions; we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.

