



JOB DESCRIPTION

GALAPAGOS PROGRAMME COORDINATOR



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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 Ogier Global (UK) Limited, 4th Floor, 3 St Helen's Place, London, EC3A 6A

JOB PURPOSE

Lead the coordination of Durrell's programme of work in the Galapagos Islands. The Programme Coordinator will act as Durrell's main focal point within the Galapagos and will build and maintain partnerships with national and regional organisations. The Programme Coordinator will support the development of Durrell's strategy and partnership projects in the Galapagos.

A key role will be coordinating several bird and snake translocations onto Floreana and other islands within the archipelago involving several different organisations including Galapagos National Parks, Fundación de Conservación Jocotoco, Charles Darwin Foundation and Island Conservation.

This position will be employed through Fundación de Conservación Jocotoco and seconded to Durrell for the duration of employment. All line management and reporting will be to Durrell.

**GALAPAGOS
PROGRAMME
COORDINATOR**

DEPARTMENT
Field Programmes

REPORTS TO
Field Programmes Manager

CONTRACT
Full time (35 hours per week)

LOCATION
Santa Cruz, Galapagos



KEY RESPONSIBILITIES

- Coordinate and manage the implementation of Durrell's activities in the Galapagos, developing workplans, monitoring and reviewing progress, reporting on financial and technical deliverables and ensuring impact;
- Deliver component 2 of the GEF8 project 'Restoring Ecological Integrity of protected areas of Galapagos, through strengthening capacities for translocations of birds and snakes' by;
 - Ensuring good communication and coordination on activities between all relevant partners;
 - In conjunction with Durrell's Galapagos Conservation Biologist and relevant partners and experts, support the development of detailed translocation plans for feasible species;
 - Coordinate with partners the implementation of translocation plans ensuring all logistical, capacity and technical requirements are in place and available;
 - With partners, develop and coordinate plans to ensure adequate post-release monitoring;
 - Where appropriate participate in species translocations and post-release monitoring efforts;
- Ensure delivery and compliance of all grants and donor obligations;
- Manage programme budgets and ensure high standard of financial management and reporting. This will include any sub-grants made to ensure delivery of activities;
- Write progress and other reports as required for internal stakeholders, donors and others as required;
- Build and maintain excellent working relations with all existing partners and stakeholders in Galapagos and, where appropriate, identify and develop new partnerships to further the delivery of our mission
- Where required, engage with relevant government agencies and stakeholders on issues to ensure successful implementation of the programme activities;
- Represent Durrell to partners and other agencies in Galapagos and beyond;
- Identify further potential projects in Galapagos which align with Durrell's goals and expertise;
- In conjunction with Durrell's Training team, identify capacity development opportunities in Galapagos;
- Prepare communications materials to be used by Durrell's marketing department;
- Work with colleagues to identify fundraising opportunities and secure funds for the programme, including the preparation of fundraising proposals;
- Ensure compliance with all processes and policies set out by Durrell, Jocotoco and donors, including Durrell's safeguarding policy, Health and Safety policy, financial processes and conditions of grants;
- Undertake other activities as required by the Field Programmes Manager and Durrell.

This post is based out of Jocotoco's office in Puerto Ayora, Santa Cruz, Galapagos Islands. The post holder will be expected to travel to other islands in Galapagos, notably Floreana, to coordinate and support activities there (approximately 20% time). Some travel to mainland Ecuador may be required.

KNOWLEDGE, SKILL AND ABILITY

- Minimum undergraduate degree in an environmental or related field;
- Sufficient experience managing and implementing field conservation projects;
- Excellent communication skills
- Proven experience of working with multiple collaborators and stakeholders, building, coordinating and maintaining partnerships, including working with governments;
- Strong project management skills, including planning, implementation, budgeting, and monitoring within a non-profit environment;
- Experience and competence in managing budgets (>£50k).
- Proven ability to write high quality technical and financial reports.
- Experience of conservation work in Galapagos is highly desirable;
- Knowledge of species monitoring methods and techniques for birds and snakes is desirable;
- Fluency in Spanish and excellent English skills (spoken and written) are essential;
- Good analytical skills and an ability to develop new processes and approaches;
- Strong administrative skills and an attention to detail;
- Ability to work independently and with remote team members in UK and elsewhere.
- Ability to reside and work in Galapagos.





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.

