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**Department Coordinator**

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| **Job grade** | **level 4** | **Reports to** | **Director of Conservation and Policy** |
| **Directorate** | **Conservation and Policy** | **Function** | **Field Programmes** |
| **Contract** | **Maternity Cover – fixed term** | **Location** | **London, Regents Park, UK with ability for flexible working** |

**Responsibility for resources**

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| **Direct line reports** | **None** | **Responsibility for other resources** | **Confidentiality of staff and financial data** |
| **Financial resources** | **None** |

**Our vision and purpose**

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.

**Purpose of the role**

The Department Coordinator supports the effective operational and administrative management across the entire Conservation and Policy directorate. Reporting to the Director of Conservation and Policy, with a dotted line to the Head of International Operations, the postholder provides confidential coordination for key financial management processes, events coordination and communication.

**Key responsibilities**

1. **Department coordination**

* Support the Director of Conservation and Policy and the Senior Management Team to coordinate and organize department meetings, travel and activities.
* Represent Conservation and Policy department at cross-society meetings (e.g. Monthly communications meetings)
* Co-ordinate the consolidation and appropriate storage of C&P digital assets within ZSL’s data management systems.
* Support meeting organization and communication, including, but not limited to, preparation for formal letters, managing meeting agendas, tracking actions agreed from meetings.
* Monitor and deal with all requests within the Conservation Programmes and Operational inbox when required

1. **Financial administration**

* Provide oversight of departmental invoicing and country transfers, liaising with managers and the ZSL Accounts Payable team as required to ensure accurate data entry, prompt approval and subsequent payment.
* Assist with sign off for grant proposals, legal agreements and ad hoc requests. Ensure all agreements, reports and budgets are subsequently filed accordingly.

1. **Event management**

* Lead or support, the organisation of symposia, conferences, workshops, fundraising events and meetings for Conservation & Policy programmes.
* Support the preparation of materials, event budgeting and minutes/meeting reports as needed.
* Liaise with external partners to coordinate events organization and logistic arrangements.

1. **Communications and outreach**

* Write the conservation highlights and keep the ZPD up to date to ensure all project information is the most up to date.
* Write the monthly departmental newsletter highlighting good news stories, operational updates, current wellbeing and diversity & inclusion updates.
* Co-ordinate and deal with updates, new content and changes to webpages, monitor and release content on ZSL conservation social media accounts.
* Update all Conservation and Policy departmental operational and project news on Zoogle.
* Compile the weekly departmental highlights and summary emails.

1. **Special projects**

* Support the Director of Conservation & Policy Director and Senior Management Team with special projects within C&P or collaboration with other ZSL departments.
* Support the CEO office with adhoc requests.

**Values and behaviours for people management**

* **Collaborative:** creates an engaging environment where people feel comfortable asking for help or support
* **Ethical:** creates a culture which ensures everyone is treated fairly with dignity and respect
* **Impactful:** delivers results on time and to the agreed standards
* **Inclusive:** makes decisions that promote transparency and inclusion
* **Innovative:** is forward thinking and able to see the broader picture when planning and organising work
* **Inspiring:** has self-awareness and seeks feedback to better understand own style, approach and impact on team/staff motivation

**Person Specification**

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| Experience |

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| Essential | * Extensive experience with the management of administrative processes at a departmental level * Demonstrable experience with the management of financial processes and accurate data entry * Prior administration and PA experience |
| Desirable | * Experience with events management * Experience in managing relationships with donors |

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| Knowledge and skills |

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| Essential | * Excellent communication skills with stakeholders at different levels and from different cultural backgrounds * Highly computer literate, particularly with Word, Excel and PowerPoint * An ability to act on one’s own initiative * An ability to manage competing priorities and delegate effectively |
| Desirable | * A comprehensive understanding of the global environmental or conservation context |

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| Additional requirements |

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| Essential | * To ensure that the policy for equality of opportunity is adhered to and promoted in all aspects of the post holder’s work. * Strong ability to be flexible in terms of fluctuating workloads, urgent queries and regular mandatory tasks. * Demonstrate professionalism towards sensitive and confidential information. |