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**Job title: FS Coordinator**

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| **Job grade** |  | **Reports to** | **Alejandro A. Belen****Project Lead/Manager** |
| **Directorate** | Conservation and Policy | **Function** |  |
| **Contract**  | **[Fixed term contract / Permanent / Seasonal]** | **Location** | **ZSL – Philippines** |

**Responsibility for resources**

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| **Direct line reports** | **Paul Filip Depra**Senior Conservation Biologist | **Responsibility for other resources** | **[Where applicable, please provide information on machinery, confidentiality, animal welfare]** |
| **Financial resources** | **[Budget responsibility, income target etc.]** |

**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.

**Purpose of the role**

The purpose of this role is to encourage the communities in identified key sites along Pared River Catchment, manage sustainably their covered freshwater habitat and its resources through establishing freshwater sanctuaries. Act as liaison in coordinating project activities specifically establishment of sanctuaries and FS Network. Also leading the CMG in the conduct of regular monitoring of their respective freshwater sanctuaries and assist them in data management and analysis and presentation of results in barangay general assembly.

The post holder will work closely with the Senior Conservation Biologist, Junior Conservation Biologist and Project Manager, to deliver the responsibilities and activities as noted within the Main Duties and Key Responsibilities section of this document, focussing predominately on the social areas, riparian survey, and rehabilitation, etc.

**Key responsibilities**

1. Act as advocator of Freshwater sanctuary establishment, management, networking and effectiveness within project sites specifically in identified potential sites.
2. Conduct monitoring of existing, new freshwater sanctuaries and FS Network with the CMG’s/wardens and consolidate monitoring reports and status updates of existing freshwater sanctuaries.
3. Assist in coordinating/facilitating FS related activities such as community consultation meetings, formation of FSMB, planning, training, workshops, and demarcation in identified potential sites for FS establishment,
4. Assist in strengthening FS management bodies, river wardens and Community monitoring groups;
5. Assist in the conduct of Information, Education and Communication activities for the promotion of Freshwater Sanctuary establishment
6. Assist in the lobbying of FS Management plans to the LGUs and partner agencies
7. Assist in identifying BDFEs in potential sites
8. Perform other duties as instructed by the immediate supervisor

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Person Specification**

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| Experience |
| Essential | * Previous experience in freshwater sanctuary establishment, management and monitoring;
* Extensive experience in community meetings (data presentations), coordination with partners, facilitations, and awareness campaign; and
* Educated to BSc degree level in (conservation science, environmental science, Fisheries) or related subject area, or equivalent qualification, or demonstrate such a level of equivalent qualifications and experience through relevant practical work experience.
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| Desirable  | * Promotion of project and ZSL’s work in the project area through social media, media interviews and articles
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| Knowledge and skills |
| Essential | * Skills in using MS office packages, specifically Excel and PowerPoint or equivalent software packages will be acceptable.
* Good understanding of community-based conservation initiatives;
* Promotion of environmental awareness and best practice amongst government, industry, and the public where appropriate;
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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.
* Organization and facilitation of logistical arrangements for community meetings and workshops and preparation of relevant materials and training reports
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| Additional requirements |
| Essential | * This post will require extensive outside working with direct exposure to the weather and the community.
* This post is a blended role for office, travel and immersion to project sites will be required.
* This post requires [occasional/frequent] work during evenings and/or and weekends
* A full driving license is required for this role.
* This position will be office based but considerable travel will be required.
* This role requires frequent fieldwork travel and is expected to travel up to 240 days per year
* 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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