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**Zoological Department Coordinator**

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| **Job grade** | **2: 22**  **Level 2** | **Reports to** | **Chief Zoological Officer** |
| **Directorate** | **Zoological** | **Function** | **Zoological Department Coordinator** |
| **Contract** | **18 months – secondment cover** | **Location** | **Regent’s Park / Whipsnade / Homeworker** |

**Responsibility for resources**

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| **Direct line reports** | **None at present** | **Responsibility for other resources** | **None** |
| **Financial resources** | **None** |

**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**

To coordinate the Zoological departments day to day operational, financial and administrative activity. Assisting the Curatorial and Wildlife Health Services teams delivers its responsibility across ZSL strategic areas including for species planning, animal care and increasing the conservation and science impact of our Zoos. Reporting directly to the Chief Zoological Officer, with a dotted line to the Head of Wildlife Health Services

**Key responsibilities**

* **Department coordination**
  + Coordinate and organise department meetings, travel, rotas, service contracts and activities.
  + Day to day management of Zoological data within bespoke ZSL systems. Act as liaison between Curatorial requirements and third-party system providers.
  + Provide administrative support for legal compliance and governance of the department from health and safety procedures to licensing and zoo inspections
  + Coordinate and provide administrative support for veterinary student placements
* **Financial administration**
  + Coordinate equipment and purchase requests on Zoological credit cards and undertake monthly reconciliation of these accounts.
  + 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.
* **Event management**
  + Lead or support the organisation of events, both internal and external including symposia, training workshops and conferences
  + Ensure documents and minutes are communicated, shared, recorded and stored for the governance of the ZSL Animal Welfare Committee
* **Communications and outreach**
  + Ensure internal and external data requirements are met to report on highlights as well as maintain compliance with external bodies
  + Prepare PowerPoint presentations to reflect the department’s contributions to ZSL strategic goals
  + Coordinate new content and liaise with communications team to share the work of the department
* **Special projects**
* Support the team in developing capacity in ex-situ and in-situ conservation professionals, veterinarians and students through our zoos and unique education and training environment.
  + Coordinate ZSL’s regulatory, conservation and scientific partnerships with a range of external partners
  + Oversee annual updates under BIAZA and EAZA membership terms

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 | * Extensive experience with the management of administrative processes at a departmental level. * Demonstrable experience with the management of financial processes, such as the management of procurement, supplier approvals, credit card purchasing, grant management and donor reporting * PA experience. * Experience in the organisation and logistics of events, training courses and committee meetings for a range of different audiences, |
| Desirable | * Educated to BSc degree level or higher in veterinary science, conservation, biology, environmental science, a related subject area, or equivalent qualification. Or demonstrate a level of equivalent qualifications and experience through relevant practical work experience, especially in a zoo or other conservation organisation |
| Knowledge and skills | |
| Essential | * Excellent communication skills with stakeholders at different levels. Advanced skills in using MS Office packages, specifically Excel and PowerPoint, or equivalent software packages. * An ability to manage competing priorities and delegate effectively. * Database management or the ability and willingness to learn backend database management |
| Desirable | * An understanding of the role of progressive zoos across education, conservation and science. |
| Additional requirements | |
| Essential | * This post is a hybrid role which requires at least two days per week on site at London Zoo and occasional visits to Whipsnade Zoo. * 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. |