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**Programme Coordinator**

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| **Job level** | **3** | **Reports to** | **Rachel Jones** |
| **Directorate** | **Conservation and Policy** | **Function** |  |
| **Contract** | **Fixed term contract -maternity cover** | **Location** | **Regent’s Park (flexible)** |

**Responsibility for resources**

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| **Direct line reports** | **None** | **Responsibility for other resources** | **Confidential data, equipment** |
| **Financial resources** | **Budget responsibility, company credit card** |

**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 role is part of a small management team at ZSL that oversee the Bertarelli [Marine Science](https://www.marine.science/) Programme. The programme is into its second four-year phase and coordinates the work of more than 90 scientists across 24 institutions globally, focusing on the Indian Ocean region.

The programme coordinator provides administrative support across primarily financial, communications and programme coordination responsibilities. This position will provide the post-holder with a valuable insight to the management of a successful, multi-disciplinary science and conservation programme and training in great project management skills.

**Key responsibilities**

* Support all financial administration for the ZSL management project team including procurement, payment processing and accounts administration, working closely with ZSL's finance team to track and report against budget expenditure.
* Provide support and coordination to project teams internationally – liaising with team members, supporting reporting requirements and answering budget enquiries.
* The coordinator plays a key role in coordinating travel, expedition logistics including health and safety admin, and support functions for teams in the field.
* Procurement of new kit and maintenance and inventory of existing equipment.
* A key part of the role is communication of the programme, which includes managing our social media accounts as well as workshop, webinar and conference organisation, website updates and content, newsletters, and other support functions around a programme portfolio of this scale.
* The post holder will contribute to the design, drafting and editing of reports to funders as well as liaison with a team of scientists globally.
* The coordinator oversees the programme’s digital asset library, grant management platform and data platform.

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 | * Proven previous project administration experience, ideally including financial administration of complex multi-year budgets. * Extensive experience of project communications on a range of platforms, to include the creation and curation of content on websites and social media. |
| Desirable | * Experience of working in marine science or conservation fields * Experience of working with international colleagues and teams |
| Knowledge and skills | |
| Essential | * An interest and understanding of the role and importance of marine science and conservation, with ideally any regional knowledge or links with the Indian Ocean region. * A commitment to inclusive and accessible communications and an interest in network building amongst early career professionals. * Some experience of the principles of project management. * Good experience in using MS office packages, specifically Excel and PowerPoint, website software e.g. WordPress and at least basic video editing skills. * Excellent report writing and editing skills. * Ability to work independently and manage priorities and workload effectively |
| Desirable | * Ability to present to audiences both internal and external on the work of the programme * Experience with running on-line meetings and webinars * Familiarity with website design and layout principles * Experience of grant management |
| Additional requirements | |
| Essential | * This post is a blended role for office and home working; some travel to Zoo and other sites will be required. * This post requires occasional work during evenings and/or and weekends generally during travel. * This position will be office based but occasional travel may be required. * 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 |