

European Association of Zoos and Aquaria

Vacancy: Accreditation Coordinator



EAZA, the European Association of Zoos and Aquaria, represents and links more than 400 zoos, aquariums, national federations and other organisations in 48 countries. In addition to furthering the professional standards of our Members with regard to the care and accommodation of the animals kept in their collections, EAZA also facilitates cooperation in our key mission areas of conservation, education and research. More than 140 million visits are made to EAZA Members each year. EAZA runs around 400 population management programmes (EEPs and ESBs) that are overseen by 42 EAZA Taxon Advisory Groups (TAGs) and is in an exciting transition phase towards implementing our new population management structure.

Twenty five staff are based at the main EAZA Executive Office at Artis Zoo, Amsterdam. An additional five staff are based in Brussels, Belgium, or hosted at EAZA Members across Europe. The Executive Office staff are responsible for the day to day running of the association with activities divided across two departments: Communications and Membership, and Conservation and Population Management, plus an additional number of roles, including EU policy, office management and fundraising reporting directly to the Executive Director.

Job Description

The position of EAZA Accreditation Coordinator sits within the Communications and Membership department and has a key role to play in coordination of activities related to the EAZA Accreditation Programme (EAP) for existing EAZA Members. The position is initially for a full-time, fixed one year contract period with the option to extend. The successful candidate will report to the Accreditation Manager and work closely with colleagues in the EAZA Executive Office and amongst the EAZA membership.

Duties and Responsibilities

- Management of EAZA Accreditation programme to meet agreed targets;
- Organize and administer agreed numbers of screening missions per year, including making travel bookings, creating detailed schedules, communicating with facility, screeners and rapporteurs, and managing reimbursement requests;
- Act as a rapporteur on site for approximately twenty screening missions. It is the role of a rapporteur to lead the mission, serving as the main spokesperson for the Screening Team, noting all their observations and subsequently compiling the report for the Membership and Ethics Committee;
- Primary administrator of the Member database;
- Maintain an overview of accreditation of all existing members in conjunction with other members of the Accreditation team;
- Assist in maintaining a panel of Accreditation screeners from the membership in conjunction with other members of the Accreditation team;

General

- Contribute to various ongoing tasks in the Accreditation team and Communications and Membership department as appropriate and needed;
- Where relevant, assist with preparation related to conferences and other general tasks in the office;
- Contribute to ensuring the communication and publication of related information to the membership (e.g. by publication in eNews, Zooquaria, EAZA website, Journal of Zoo and Aquarium Research, etc).

Required Qualifications and Experience

Education

The successful candidate will be educated to a minimum of degree level or equivalent. A degree in a related discipline such as zoology or biology is preferred.

Experience and Skills

- Candidates must have at least five years of experience of working in the zoo and aquarium community, ideally for an EAZA Member institution;
- Candidates with experience of working with a membership based association, ideally with experience of accreditation processes will be preferred;
- Fluent written and spoken English is essential. The ability to communicate in another European language is preferred;
- Candidates must have excellent interpersonal skills and the ability to work across multiple cultures;
- Candidates must be able to deal sensitively and appropriately with confidential information;
- Candidates must have good administrative and organisational skills and the ability to work effectively to deadlines and under pressure;
- Candidates must be able to work collaboratively to produce reports to given specifications;
- Experience with standard office word processing and spreadsheet packages is essential;
- Candidates that can demonstrate good prioritisation skills and the ability to balance multiple projects at the same time will be preferred.

Candidates must be prepared to travel extensively and regularly as part of the role. A legal entitlement to work in the Netherlands is essential

Employment Conditions

The position of Accreditation Coordinator is a full-time post working five days a week (38 hours), based at the EAZA Executive Office in Amsterdam, The Netherlands. The successful candidate will be expected to work weekends and outside normal working hours where required, for example at conferences. There is a holiday allowance of 25

days a year and a company pension is available. An initial one year contract is offered, with a permanent contract to follow after a positive appraisal. The salary offered is €31,802 per annum. Additionally, EAZA pays an 8% holiday allowance in May which will bring the salary to €34,347.

Applications

Interested applicants with the required attributes should send a CV and brief covering letter via email to April Adams at jobs@eaza.net with the subject line "EAZA Accreditation Coordinator – Name of applicant". All applications received will be acknowledged by a return email.

Application deadline: 6 April 2020

Interviews will take place in Amsterdam during late April 2020.

We thank all applicants for their interest; however, only candidates short-listed for interview will be contacted further.