

European Association of Zoos and Aquaria

Vacancy: Animal Programmes and Conservation 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 450 population management programmes (EEPs and ESBs) that are overseen by 42 EAZA Taxon Advisory Groups (TAGs) and is in the process of completing an exciting transition phase towards implementing our new population management structure.

Just over thirty staff members are working for EAZA, most of them being based at the main EAZA Executive Office at Artis Zoo, Amsterdam. The other staff members 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 Animal Programmes and Conservation Coordinator provides liaison and support for the Monotreme Marsupial TAG, Carnivore TAGs, Small Mammal TAG, Primates TAGs and the EEPs that operate under the umbrella of these TAGs. Also, they will work as liaison to the EAZA Veterinary Committee. The successful candidate will report directly to the Animal Programmes and Conservation Manager and will work closely with departmental colleagues, including the existing Coordinator positions.

Duties and Responsibilities

EAZA Taxon Advisory Groups (TAGs) and EAZA Ex situ Programmes (EEPs)

- Main point of contact for Monotreme Marsupial TAG, Carnivore TAGs, Small Mammal TAG, Primates TAGs and EEPs under the umbrella for these TAGs;
- Provide advice and support to the TAGs and EEPs per above in performing their tasks and respond to day-to-day questions related to population management rules and procedures.
- Coordinate the publication process of Regional Collection Plans (RCPs), in cooperation with the TAGs and the EAZA Population Management Centre;
- Coordinate the application and approval process of EEPs for the TAGs;
- Coordinate TAG (and EEP) evaluations for the TAGs;
- Coordinate the approval process of EAZA Best Practice Guidelines;

Veterinary support

- Provide liaison to the EAZA Veterinary Committee;
- Preparing documents (e.g. agenda, minutes etc.) and assisting with the coordination and delivery of two meetings for the Veterinary Committee;
- Contribute to the successful implementation of Veterinary Committee tasks as laid down in the EAZA Veterinary Committee Action Plan;
- Contribute to the implementation of the tasks under the Memorandum of Understanding with the European Association of Zoo and Wildlife Veterinarians (EAZWV).

General

- Contribute to various ongoing tasks in the Conservation and Population Management 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

A degree in a related discipline such as zoology or biology is required for the Animal Programmes and Conservation Coordinator position.

Experience

- Candidates must have a minimum of three years work experience;
- Experience of working in a multidisciplinary team environment is preferred;
- Candidates must have a proven ability to coordinate projects and juggle multiple tasks.
- A proven ability in public speaking is essential;
- Experience with standard office word processing and spreadsheet packages is essential;
- Experience of working with a membership based association is preferred.
- Experience with population management programmes, small population management concepts and tools is preferred.
- Knowledge of and affinity with the aforementioned taxonomic groups is of additional value.
- Experience with meeting facilitation will be a distinct advantage.

Skills

- The ability to work effectively to deadlines and under pressure is paramount;
- Excellent project management skills;
- Fluent written and spoken English is essential. The ability to communicate in another European language is preferred;
- The ability to think strategically and creatively;
- The ability to initiate new ideas and take the initiative in response to challenges and opportunities;

- Candidates must have excellent interpersonal skills and the ability to work across multiple cultures.

Working Arrangements

The position of Animal Programmes and Conservation Coordinator is a full-time post working five days a week (38 hours) and to be based at the Amsterdam office. EAZA operates a general three days in the office: two days at home work rota. Equipment is provided for safe and healthy home working. The successful candidate will also 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 €33,185 per annum. Additionally, EAZA pays an 8% holiday allowance in May which will bring the salary to €35,839.

Applications and Recruitment Procedure

Interested applicants with the required attributes should send a CV and brief covering letter for the attention of William van Lint at jobs@eaza.net with the subject line "EAZA APC Coordinator – Name of applicant". All applications received will be acknowledged by a return email.

Application deadline: 15 August 2022

Interviews will take place either in Amsterdam or online at a date to be arranged in August/September.

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