

European Association of Zoos and Aquaria

Vacancy: Accreditation Coordinator



EAZA, the European Association of Zoos and Aquaria, represents and links over 400 zoos, aquariums, national zoo federations and other organisations in 48 countries, including Members in 25 of the 27 EU Member States. It is the world's largest regional professional zoo and aquarium body, and more than 140 million visits are made to EAZA Members each year. EAZA facilitates cooperation in our key mission areas of conservation, education and research and additionally works to advance the professional standards of our Members with regard to the care and accommodation of our animals.

The EAZA Executive Office consists of over 30 staff, most of whom are based in Amsterdam, the Netherlands. The office is responsible for the day to day running of the Association, with activities divided across two departments: Communications and Membership, Conservation and Population Management, plus an additional number of roles, including EU policy, office management and fundraising reporting directly to the Executive Director.

The EAZA Accreditation Programme, run by the Communications and Membership department, is the peer-review structure for ensuring that all Members of EAZA meet our rigorous [Standards](#). Accreditation screenings are conducted on a ten-year cycle by senior zoo and aquarium figures and a rapporteur from the EAZA Executive Office. We are now seeking to employ an Accreditation Coordinator to work within the department to organise and staff accreditation screenings and work to progress the ambitious accreditation and Member services objectives outlined in the EAZA 2021-2025 Strategy.

Job Description

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

Duties and Responsibilities

- Management of EAZA Accreditation program 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 other rapporteurs, and managing reimbursement requests;
- Act as a rapporteur on site for approximately twenty screening missions per year. 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;
- Collate and organize screening documentation for delivery to the Membership and Ethics Committee;
- 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;
- Assist in data extraction and management for analysis and administration of the Accreditation programme;
- Data entry and management of membership related information in the Customer Relations Management system;
- Maintaining up-to-date knowledge of EAZA Standards and procedures

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 good administrative and organisational skills;
- The ability to work effectively to deadlines and under pressure is paramount;
- Candidates that can demonstrate good prioritisation skills and the ability to balance multiple projects at the same time will be preferred;
- Candidates must be able to work collaboratively to produce reports to given specifications;
- 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;
- Experience with standard Microsoft Office suite of programmes is essential

Important Notes

- This role involves extensive international travel of 20 or more screenings per year plus additional travel for meetings or other activities.
- 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 one-month probation period and potential for permanent contract to follow after positive appraisal at the end of the year. The starting salary offered is € 31,802 per year. Additionally, EAZA pays an 8% holiday allowance in May which will bring the annual salary to € 34,374.

Applications

Interested applicants with the required attributes should send a CV and a brief covering letter for the attention of 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: 31 December 2021

Expected start date: 1 March 2022

Interviews will take place in Amsterdam and online in January 2022.

We thank all applicants in advance for their interest.