

# European Association of Zoos and Aquaria

## Vacancy: Animal Welfare Coordinator: Maternity Cover



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 39 EAZA Taxon Advisory Groups (TAGs).

The main EAZA Executive Office is based at Artis Zoo, Amsterdam, The Netherlands with a few staff being based in Belgium or the UK as their role requires. In total, twenty-nine EAZA Executive Office staff are responsible for the day to day running of the Association with activities divided across two main 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 main role of the Animal Welfare Coordinator: Maternity Cover is to coordinate and deliver animal welfare best practice guidance and support to zoos and aquariums. The position is offered as an 80% fixed term contract over nine months from early July 2019 to early April 2020, with the option to extend if the maternity leave is extended.

The successful candidate will report directly to the EAZA Academy Manager within the Communications and Membership Department. They will also act as the liaison to the EAZA Animal Welfare Working Group. The mission of this group is to support and advise EAZA Ex situ Programmes (EEPs), Taxon Advisory Groups and other EAZA Committees and Working Groups in animal welfare best practice through applied, evidence-based, animal welfare science, in order to promote positive animal welfare throughout all EAZA institutions. Within the EAZA framework, the Animal Welfare Working Group sits under the EEP Committee. This role also involves working closely with other colleagues to organise and run the first EAZA Animal Welfare Forum.

### Duties and Responsibilities

#### Animal Welfare Guidance and Support

- To organise, (co-)deliver, and report on an agreed annual number of training courses relating to animal welfare and capacity building, to be offered to the EAZA membership and non-Members under the auspices of the EAZA Academy.
- Work with EAZA Funding Coordinator to secure suitable sponsorship for animal welfare training.
- Teach on EAZA Academy courses as relevant and appropriate.
- Organise and (co-)deliver Animal Welfare Sessions at the EAZA Annual Conference
- To provide advice on, and directly produce, communications and materials that can be circulated to EAZA Member and non-Member zoos and aquariums to assist in improvements in the welfare of zoo and aquarium animals.

- To provide advice and guidance to EAZA Members on animal welfare related matters when requested.
- To maintain and develop key contacts and working relationships with animal welfare scientists, non-governmental and government organisations to enhance animal welfare and capacity building in zoos and aquariums.

#### **Liaison to the Animal Welfare Working Group**

- Provide support to the group, including preparing documents and assisting with the coordination and delivery of meetings.
- Contribute to the successful implementation of Animal Welfare Working Group tasks as laid down in the Working Group workplan and EAZA Strategic Plan.

#### **EAZA Animal Welfare Forum**

- Work with the Organising Committee and EAZA Events and Membership Coordinator to successfully deliver the programme, including communication with invited speakers, and abstract and poster selection
- Work with the Director of Communications and Membership and the EAZA Events Coordinator to agree and execute a communications plan leading up to and during the Forum.
- Work with EAZA Funding Coordinator to secure suitable sponsorship.
- Act as the point of contact relating to delivery of actions outlined in the Memorandum of Understanding with WAZA regarding their sponsored day at the Animal Welfare Forum
- Participate in the Forum and post-Forum evaluation activities.

#### **General**

- Represent EAZA at external meetings as appropriate.
- Contribute to various ongoing tasks in the Communications and Membership department as appropriate and needed.
- 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, Annual report, 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 required. A further qualification in Animal Welfare is preferred.

### **Experience and Skills**

- Candidates must have a minimum of five years work experience. Work experience including training or animal welfare management is strongly preferred;
- Candidates must have a proven ability to coordinate complex projects and prioritise multiple tasks to meet deadlines.
- A proven ability in public speaking is essential including the ability to explain and teach diverse issues to non-experts.
- Experience with meeting facilitation will be a distinct advantage.
- Experience with standard office word processing and spreadsheet packages is essential.
- Candidates must be able to produce written materials and reports on time.
- A proven ability to develop training materials is 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.

## Working Arrangements

The position of Animal Welfare Coordinator: Maternity Cover is a part-time post working 30.4 hours per week (80%). How the hours are allocated across the working week can be flexible in agreement with the line manager. The maternity cover contract will run for nine months from early July to early April 2020.

The role can be based at the EAZA Executive Office in Amsterdam, The Netherlands, or at EAZA Member Paignton Zoo, UK. From time to time it will be necessary to work at weekends and outside normal working hours. There is a holiday allowance of 25 days a year pro rata and a company pension is available.

The gross salary offered for the period of the maternity cover is in the range €19,344 to €19,731 depending on qualifications and experience.

## Applications and Recruitment Procedure

Interested applicants with the required attributes should send a CV and brief covering letter for the attention of the Academy Manager, Laura Myers, at [jobs@eaza.net](mailto:jobs@eaza.net) with the subject line "Animal Welfare Coordinator – Name of applicant". All applications received will be acknowledged by a return email.

Application deadline: **19 May 2019**

Interviews will take place in either **Amsterdam** or **Paignton** at a date to be arranged in **late May/early June**. We thank all applicants in advance for their interest.