

European Association of Zoos Zoo and Wildlife Veterinarians (EAZWV)



Helping vets help wildlife

EAZWV, the European Association of Zoos and Wildlife Veterinarians is committed to helping vets help wildlife. It represents and links more than 600 zoo and wildlife veterinarians and veterinary students from over 55 countries. The association also provides continuing professional development (training courses and conferences), a scientific journal, and publishes proceedings, guidelines and technical resources. EAZWV facilitates cooperation in our key mission areas of conservation, education and research.

The EAZWV is run by volunteers and one member of staff - the Executive Director. The EAZWV board are responsible for governance and setting of strategic direction of the organisation. These strategic objectives and then developed and put into action by the EAZWV working groups of volunteers – covering communications, finance, governance, partnerships, education and training, ethics and welfare, data and resource sharing, support to species management programs, legislation and lobbying, infectious diseases, wildlife conservation, sustainability and conference organisation.

Vacancy: EAZWV working group coordinator

Currently the coordination of the working groups, membership recruitment, support and communication, website management, day to day financial management, and advocacy are all managed by the EAZWV Executive director. To grow our effectiveness, we are seeking to recruit a part time working group coordinator.

Job Description

The position of EAZA Working Group Coordinator is an important advance in delivery of EAZWV's strategic objectives. The successful candidate will report directly for the EAZWV Executive Director and also work closely with the volunteer EAZWV working group chairs on a wide range of strategy delivery projects ranging from EU animal health policy to member service provision. The post is part-time, and candidates are expected to work from home / provide their own work base. They may be based in any European country. The post holder will be expected to attend the annual conference and biennial board meetings. Other travel may also occasionally be required in order to fulfil their duties. The contract will be subject to a trial period and positive development review.

Duties and Responsibilities

- Ensuring EAZWV strategy delivery: together with the Executive Director, the working group coordinator will support delivery of the [EAZWV strategy](#) by the EAZWV working groups. This will include bi-monthly check-ins with the working group chairs, posting of working group communications and progress reports online and on social media and general assistance to the working group chairs in the delivery of their assigned tasks.
- Reporting to Executive Director, Board and membership: production of quarterly working group reports, tracking of progress against objectives, identifying potential challenges and suggesting solutions.
- Support to the Executive Director and Board: assisting with the development of technical resources for the membership, writing up minutes of meetings and assisting with a variety of other tasks as required.

Required Qualifications and Experience

Education

The successful candidate will be a qualified veterinarian holding a degree in veterinary medicine or similar.

Experience and Skills

- Candidates must have at least one years' experience post graduate experience of working with zoo or free ranging wildlife (whether in a voluntary capacity or as a paid employee) and understand the key issues facing clinicians working in these roles;
- Experience of EAZWV membership, attendance at our conferences and participation in EAZWV working groups and / or contribution to the EAZWV sections would be highly advantageous
- Candidates must have a proven track record in project management and working in a multidisciplinary team environment; Good prioritisation and problems solving skills, adaptability to changing workloads and the ability to work effectively to deadlines is paramount.
- Candidates must have excellent networking and interpersonal skills and the ability to work across multiple cultures; experience of working with volunteers is an advantage;
- Ability to produce accurate, concise and easy to understand reports, guidelines and other technical material is essential and a proven ability at public speaking is desirable;
- The ability to initiate new ideas and take the initiative in response to challenges and opportunities;
- Experience with standard office word processing, presentation and spreadsheet packages is essential; experience of social media and website development or willingness to learn these.
- Fluent written and spoken English is essential

Employment Conditions

The position of EAZWV Working Group Coordinator is a part-time post working 48 hours/month, initially from December 2018- December 2019. The hours worked per week will be agreed with the Executive Director and can be flexible. The successful candidate will be expected to work weekends and outside normal working hours where required, for example at conferences.

The candidate will initially be employed as a contractor, working remotely. The gross salary offered for this 48hr/month role is €11250-12750 per year, subject to experience.

Applications and Recruitment Procedure

Interested applicants with the required attributes should send a CV and brief covering letter for the attention of Stephanie Sanderson at s.sanderson@eazwv.org with the subject line "EAZWV Working Group Coordinator – Name of applicant". All applications received will be acknowledged by a return email.

Application deadline: 29th October 2018

Interviews likely to be held by skype in November 2018. Informal meetings with candidates will occur at the Prague conference should they be in attendance.

