

# 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 44 countries, including Members in 26 of the 28 EU Member States. 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. EAZA is the world's largest professional zoo and aquarium body, and more than 140 million visits are made to EAZA Members each year.

The main EAZA Executive Office is based at Artis Zoo, Amsterdam, with a permanent staff of thirteen people plus three others located off-site. The office is responsible for the day to day running of the Association, with activities divided mainly across two departments: Communications and Membership, and Collection Coordination and Conservation.

Implementing the EAZA Strategic Action Plan 2017-2020 will mean the number of staff will grow in the next few years. This Strategy has identified the need to expand our member services including coordination of activities so that new and existing Members reach EAZA Standards and gain accredited status.

### Job Description

The position of EAZA Accreditation Coordinator is initially for a part-time, fixed one year contract period with the option to extend. The successful candidate will work for the Communications and Membership department and have specific responsibility for coordination of activities to help prospective Members reach EAZA Standards and gain accredited status.

The EAZA Strategic Action Plan 2017-2020 has identified the need to expand our member services in the next few years and there is a strong likelihood that this role will expand in activities to become a full-time position in the future.

### Duties and Responsibilities

- Review new membership applications in all categories and oversee and administer EAZA Accreditation Programme screenings for new member applicants;
- Organize and administer approximately eight to ten 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 six 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;

- 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;
- Coordinate administrative and liaison work for Temporary Members of EAZA, including managing progress reports and re-screening missions as required, and providing updates to the Membership and Ethics Committee;
- Serve as office liaison for the Technical Assistance Committee, including administrative and liaison work for Candidate for Membership institutions, organisation of Committee meetings to include date and location logistics, preparing materials and making minutes;
- Oversee EAZA's complaints procedure in conjunction with other members of the Accreditation team.

### **General**

- Contribute to various ongoing tasks in the 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 two 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 office word processing and spreadsheet packages is essential;

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

## **Employment Conditions**

The position of Accreditation Coordinator Membership is a part-time post working 26.6 hours per week in a structure agreed with the line manager. It is 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 pro rata and a company pension is available. The contract is initially subject to a one year fixed period, with a probation period of one month.

## **Applications**

Interested applicants with the required attributes should send a CV and brief covering letter via email to David Williams-Mitchell at [jobs@eaza.net](mailto: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 October 2017**

Interviews will take place in Amsterdam during early November 2017.

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