



# European Association of Zoos and Aquaria

## **Vacancy: EAZA Animal Programme and Conservation (APC) Coordinator (Focus: Birds)**

Location: Amsterdam

Deadline: 30 June 2024

Founded in 1992, EAZA ([www.eaza.net](http://www.eaza.net)) is the world's largest regional zoo and aquarium association. Driven by our vision "*Progressive zoos and aquariums saving species together with you*", we enable the collaboration of more than 400 Members (zoos and aquariums, national zoo federations and other organisations) in 48 countries, including 25 EU Member States, in the areas of animal population management, animal welfare, conservation, education and research.

The day-to-day work of the Association is managed by the EAZA Executive Office (EEO), with a dedicated team of around thirty staff members. Our main office is in Amsterdam with a satellite office in Brussels and other EEO Team Members located in EAZA Member facilities around Europe. We are a passionate, international team that cares deeply about our work and are committed to conservation, animal welfare and the development of zoos and aquariums across the world.

## **Job Description**

As Coordinator Animal Programmes and Conservation, you are a vital member of the Animal Programme and Conservation team, under the Conservation and Population Management department. You are responsible for overseeing, coordinating and supporting the activities of the Taxon Advisory Groups (TAG) and EAZA Ex situ Programmes (EEP) falling under your taxonomic remit. Key tasks include working together with the respective TAGs on the development, publication, and implementation of Regional Collection Plans (RCP) in accordance with the One Plan Approach and the IUCN SSC ex situ guidelines. These RCPs will result in tailor-made roles and goals for, and structures of, EAZA Ex situ Programmes (EEP), and you will support the PMC and the EEP Coordinators and Species Committees in the establishment of LTMPs (as required) and will jointly oversee the implementation of them. Another key responsibility is the coordination of the periodical review of TAGs and EEPs and the process of personal changes in them. You will also pro-actively support the TAGs in the production of their Best Practice Guidelines. Providing support with implementation of the rules and procedures for population management, TAG and EEP communications and collaboration are also part of your responsibilities as well as any other more individual TAG or EEP specific (priority) topics that require follow up.

## **Duties and Responsibilities**

### **Activities Bird TAGs and EEPs;**

1. Be available for day-to-day support of the respective TAGs and EEPs, including providing support with understanding and implementation of the rules and procedures described in the PMM and offering solutions in situation internal stakeholders disagree.
2. Contribute to population management training as required.
3. Publish 2-3 RCPs per year, with support from PMC staff. This includes the preparation and facilitation of a RCP Workshop, as well as the report writing, approval and publication.
4. Coordinate the application and approval process of new EEPs for respective TAGs and changes in personnel.
5. Coordinate the non-EAZA EEP participation procedure for the EEPs under the taxonomic remit.

6. Coordinate TAG evaluations for relevant TAGs according to the procedure.
7. Oversee the implementation of LTMPs, as published by the PMC team, and coordinate EEP evaluations for relevant EEPs.
8. Support TAGs with the development of BPGs and/or single topic guidelines and positions statements as appropriate
9. Coordinate partner activities as per relevant Memoranda of Understanding (e.g. World Pheasant Association MoU – *in development*).
10. Contribute to ensuring the communication and publication of TAG/EEP related information to the membership and externally, including EEP pages, Zooquaria articles, eNews and social media.

### **EAZA Accreditation Programme:**

- Act as EAZA Accreditation Programme (EAP) Rapporteur, in support of the Member Development Department.

## **Required Qualifications and Experience**

### **Qualification and experience requirements**

- 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;
- A good understanding of and experience with ex situ conservation programmes, the One Plan Approach and the IUCN Species Survival Commission Guidelines on the Use of Ex situ Management for Species Conservation.
- A minimum of three years' experience of working in a busy office environment is required.
- Proven ability to contribute to a team environment is preferable.
- Candidates must have a proven ability to coordinate projects and juggle multiple tasks;
- Advanced experience with meeting facilitation will be a distinct advantage;
- Knowledge of and affinity with the aforementioned taxonomic groups is of additional value.
- Fluent written and spoken English and the ability to communicate with diverse audiences, including non-experts is essential. The ability to communicate in another European language is preferred.
- A proven track record of publishing articles and reports, for various purposes and tailored to varied audiences is essential.

### **Other function information**

- The role will contribute to other departmental and cross-departmental topics as required and appropriate. This can, where relevant, assist with preparation related to conferences and other general tasks in the office that can reasonably be assigned.

### **Competencies**

The successful candidate should have – or be able to develop – the following personal competencies:

- **Proactive and progressive:** Being forward thinking and taking initiative within scope of responsibility. Using knowledge and experience to lead to the best result for EAZA.
- **Professional:** Demonstrating reliability, consistency, transparency, inclusivity and honesty in your actions. Being fact-based, accountable and maintaining confidentiality. Respecting cultural and experiential differences and positively representing EAZA.

- **Result Oriented:** Able to take concrete and targeted actions to meet agreed results and continuously add value for EAZA and its Members.
- **Adaptable:** Adapting quickly and with agility to new, ad hoc and emerging situations and ways of working.
- **Organised:** Determining own goals and priorities across multiple tasks and indicating the actions, time and resources needed to achieve these goals. Keeping on track and on time to meet deadlines, even under pressure.
- **Project management skills:** Working collaboratively to achieve agreed goals and priorities; indicating the actions, time and resources needed to achieve these goals, in relation to specific projects. Ability to manage the project through to outcome(s) [result(s)] and evaluation.
- **Facilitation skills:** Able to guide a group decision making process using the skills of communication, collaborative problem solving and planning, consensus building and conflict resolution. Being aware of individual and group dynamics to make sure everyone participates and stays on course.

## Employment Conditions

The position of Animal Programme and Conservation Coordinator is a full-time post working five days a week (38 hours) and to be based at the Amsterdam EAZA Executive 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 will be regular travel, including conferences and (TAG) meetings.

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 gross starting salary offered is €2,962 per month. EAZA pays an 8% holiday allowance in May which will bring the annual gross salary to €38,387. Additionally, EAZA pays a tax-free home-work travel allowance and home working allowance.

You must be an EU national or hold an EU work permit to be eligible to apply for this role.

## Applications

If you are interested in the position, please send your CV and cover letter for the attention of William van Lint at [jobs@eaza.net](mailto:jobs@eaza.net) with the subject line "APC Coordinator (Birds) – [your name]". All applications received will be acknowledged by a return email. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

**Application deadline: 30 June 2024**, midnight (Central European Time)

The first round of interviews will likely take place in Amsterdam (or online) during the week commencing 15 July 2024.

We look forward to receiving your application!