



Consulting opportunity – Deep Sea Conservation Coalition Part-Time Assistant Coordinator (50-70%)

August 2021

Who we are and what we are looking for

The Deep Sea Conservation Coalition (DSCC) is focused on two overarching goals: to substantially reduce the greatest threats to life in the deep sea; and to safeguard the long-term health, integrity and resilience of deep-sea ecosystems.

Since it came together in 2004, the DSCC has worked to raise awareness, prompt debate, and secure international agreements and regulations to protect deep-sea ecosystems and biodiversity. In so doing we have set important precedents for wider ocean conservation. From a strong base of knowledge and a network and reputation in deep-sea advocacy and science, we mobilize and coordinate civil society advocacy efforts nationally, regionally and globally. The DSCC represents or collaborates with the vast majority of the world's expertise on deep-sea biodiversity, conservation and policy.

The DSCC is now recruiting a part-time Assistant Coordinator to support the Director and the rest of the Secretariat in the areas of Coalition coordination, outreach, fund raising and administration.

This is a term limited contract role, targeted for October 1 2021 – September 30 2022, with the option for extension. We are seeking someone available on a 50-70% basis, open for negotiation.

How you will make a difference

We are a small team with complementary skill sets that come together to enhance the delivery of our mission. The ideal candidate to join our team will be able to demonstrate results in the following areas:

Coordination

- Maintain open lines of communication across the Coalition Secretariat, governance bodies and wider membership
- Manage membership additions and enquiries
- Support planning, coordination and distribution of notes from Coalition meetings, including but not limited to conference calls and (bi)Annual Meetings in person
- Ensure registration for DSCC Observer Status to all relevant organizations, institutions and meetings, as agreed

Outreach

- Support updates to DSCC web site and other social media platforms, weekly News and other content updates, and occasional structural work
- Maintain updated contact list of DSCC member organizations and wider community
- Produce updates for key stakeholders including DSCC member organizations and the public
- Produce DSCC Annual Report

Fund Raising

- Maintain database of existing and potential donors
- Maintain watching brief for new fund raising opportunities
- Develop outreach materials to make contact with new potential donors
- Support drafting and delivery of reports to existing donors

Administration

- Identify, implement and maintain improved and cost-effective systems for the DSCC regarding, e.g. telecommunications; internal information sharing & archiving.

Your qualifications should include:

- A Bachelor's degree; an advanced degree in a relevant subject preferred.
- A minimum of 5 years of professional experience with a proven track record of coordinating complex teams, preferably globally.
- Proven project management skills to develop, execute and evaluate diverse strategies to achieve goals, with a high degree of independence and autonomy.
- Experience in ocean communications, policy and/or science, as well as an understanding of regional, multilateral and bilateral processes.
- Exceptional interpersonal skills, with seasoned judgment and analytical capacity and a demonstrated collaborative spirit.
- Ability to develop and manage productive relationships with consultants, partners and teammates.
- A clear, organized, structured approach to your work.
- Familiarity with a range of desktop and online tools and/or an openness to learning and applying new programs for effective project management.
- Demonstrated experience in work remotely, with a team that is geographically dispersed.
- A sense of humor and capacity to have fun, work hard and embrace different time zones.
- Strong oral and written communications skills in English.

Working relationships

You will report to the Director of the DSCC. You will also work closely with the Political & Policy Advisor and the rest of the Secretariat. The role does not include any staff management.

Piqued your interest?

To apply for this role, please send your CV in English and a 1 page motivation letter that describes a) why you are applying, and b) how you envisage yourself taking on this role to: info@savethehighseas.org

The extended deadline is 20 September 2021.