**Job Description**

**Department: Threatened Species Recovery Programme, Aaranyak**

**Job Title: Programme Coordinator**

**Contract: Full time (negotiable) with annual contract renewal**

**Reports to: Project Director**

**Location: Pygmy Hog Research and Breeding Centre, PHCP, Indiara Nagar, Basistha**

**Introduction to Pygmy Hog Conservation Programme**

The Pygmy Hog Conservation Programme (PHCP) is a partnership project, implemented by Durrell Wildlife Conservation Trust, Aaranyak and the Forest Department, Government of Assam.

PHCP was founded in 1995 in collaboration with the IUCN/SSC Pig Specialist Group, Assam Forest Department and the Ministry of Environment and Forests, Government of India.

The goal of the programme is to protect and restore wild populations of the Endangered pygmy hog and its threatened sub-Himalayan grassland habitat, and in doing so protect other grassland-dependent species and the valuable ecosystem services that healthy grasslands provide for local communities.

Major activities under the PHCP include conservation breeding and reintroduction of pygmy hogs, post release monitoring, grassland management and restoration in the release sites, and community engagement to reduce anthropogenic pressures on the grasslands, primarily around Manas National Park (MNP).

**Our values**

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| **Purposeful** | We are clear on why we do what we do, are **connected as an organization**, we understand and **demonstrate** enabling / delivery, we are **passionate** about what we do and work **tirelessly** to achieve it. |
| **Accountable** | We are **accountable for our actions**; we act with **integrity** and always have the **best interests of the PHCP and its partners** at heart. We take it upon ourselves to update our **knowledge** and **deliver excellence**, and our **ethics** are of the utmost importance. |
| **Supportive** | We **develop** and **encourage** our staff, we work as a **team**, work well with other departments and **trust** and **respect** each other. We promote a **learning culture**, treat people **fairly**, encourage **diversity** in the workplace, and value the opinions and views of others. |

**1. Job Purpose**

This is a diverse role to contribute to the day to day running of the Pygmy Hog Conservation Programme. The post holder will need to have an interest and passion for conservation, strong organizational and communication skills, as well as experience in coordinating team members. The role holder will help in coordinating programme operations and staff to achieve the conservation outcomes of the Pygmy Hog Conservation Programme. The role holder’s duties will include supporting the day to day running of the programme: administrative tasks for the programme (overseeing team logistics, procurement), financial administration (managing staff accounts and supporting documents, data entry and monitoring of grant budgets) , supporting grant management (compiling reports from team leaders, compiling data to monitor spend against budget, tracking report deadlines ) ; basic office management (including online file storage). The post holder they may be required to feed in to fundraising efforts such as writing of grant proposals and input into the development of rewilding plans for Assam and Monitoring and Evaluation of the programme.

**2. Key Responsibilities**

* Participate as needed with PHCP field activities, with regular travel to field sites to assist specific deliverables or support day-to day implementation;
* Assist with development, review and monitoring of rewilding plans and adaptive management of the PHCP;
* Assist in report writing;
* Ensure all monthly and annual reports are obtained from field teams and are edited to a suitable standard for stakeholder submission
* Assist with organising transport and travel for staff
* Support fund-raising activities and grant applications, working with PHCP Director and colleagues in Jersey as needed;
* Support in Monitoring and Evaluation of the programme
* Support the coordination of education and training activities where needed;
* Support to financial management: Accounts preparation, payment order making, organizing bills. Compile and present evidence of expenditure and other financial transactions. Support on the development and management of budgets
* Compile an asset register and manage this and site inventories.
* Assist in procurement and recruitment where needed;
* Perform ad hoc tasks as needed such as meeting minutes;
* Work with Aaranyak’s administrative department to ensure that the programme is compliant with laws, regulations and procedures.
* Work with Durrell’s UK Field Programmes team to meet both internal and external reporting requirements;
* Support PHCP Director, Durrell’s Global Safety and Risk Manager and Aaranyak to roll out health and safety procedures;

This post is based in PHCP headquarters at Guwahati; however, the person may need to travel several times a year to some of the field sites (Manas field station, Orang field station and Potasali Pre-release centre.

**3. Personal Specification:**

**Knowledge, Skill and Ability**

Undergraduate degree/postgraduate degree – degree in Biology, Life science, Earth science, Natural Resource Management, Social science or relevant subject connected to nature and conservation.

* Over 2 years of experience working in work in the relevant field Excellent computer skills and working with basic Microsoft Office package are essential
* Familiarity with record-keeping and documents;
* Knowledge of basic financial record-keeping procedures and requirements of the organization.
* Excellent written and spoken communication skills with the ability to communicate

clearly and concisely in Assamese and English is essential.

* Well organised and self-directed, with attention to detail and follow-through necessary for conservation actions;
* A good understanding of monitoring & evaluation is desirable;
* Ability to demonstrate initiative and work well under pressure.

Ability to plan ahead and work within agreed timeframes.

* Experience of working with Microsoft 365 is an advantage;
* A knowledge of contemporary conservation issues is desirable.

**Behaviours and Values**

* Acts with integrity and with the best interests of the employer at all times.
* Passionate about conservation and an understanding of, and commitment to, vision, mission and aims of the PHCP.
* Positive and ‘can do’ attitude conducive to bringing people together and developing that network.
* Ability to work independently but also works collaboratively with colleagues and partners.
* Works proactively and has a determination to reach targets and excel at tasks.
* Communicate effectively with others in the workplace.
* Responding constructively and adapting to changing circumstances, problems and changing priorities and workloads. Adopting a positive attitude to new technologies, tools and working practices. Adopting a positive attitude to living in challenging and/ or remote environments.