



EXECUTIVE ASSISTANT TO CEO IN RUNNING EXPEDITIONS & THE ORGANISATION

JANUARY 2019

NEKTON

Nekton's mission is to explore the deep ocean to help catalyse its sustainable governance.

A UK-registered charity based in Oxford, Nekton completed its first major expedition into the deep ocean around Bermuda and West Atlantic in 2016, using the latest submersibles and deep sea technology to carry out a pioneering health check on the ocean. Our Missions provide the scientific data and media content to amplify ocean prioritisation, accelerate ocean literacy and inform and catalyse sustainable marine governance. Through our expeditions, technology development, ground-breaking research, published discoveries, broadcast films and high-profile communications and events, we aim to make a difference. Our next major Mission – First Descent – begins in Seychelles in March 2019.

THE ROLE

Nekton is looking for an Executive Assistant to join our dynamic team and to assist the Chief Executive in all aspects of running the Expeditions and the organization.

This is an exciting and broad role for someone who enjoys a hands-on approach to implementing a complex, international and multi-disciplinary expeditionary project working in collaboration with scientific, government, media and technology partners.

Nekton's business model is to minimise internal staffing and overheads and deliver our work through collaborations with the best-fit partners around the world. Our success is based on inspiring and leading a multi-disciplinary and energetic team and working with mutually beneficial partnerships. You will be instrumental in that success, helping to manage lean operations and increase effectiveness.

DETAILS

Start	Immediately
Location	Begbroke Science Park, Oxford
Salary	£27,000 to £33,000 (subject to experience)
Contract	Full time, 3-month initial contract with possible extension
Reporting to	Chief Executive
Staff reporting to this post	None
Working with	Finance, Marine Operations, Logistics, Science, Communications, Impact

NEKTON OXFORD DEEP OCEAN RESEARCH INSTITUTE

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Registered in England Number 9644797 - Registered Charity Number 1162666

KEY RESPONSIBILITIES

Expedition

- Assist the Chief Executive in all aspects of running the Expedition – including the project management of logistics, science, communications, impact, subsea technology, finance, insurance, procurement – tracking progress against critical path and updating operational plans.
- Support Chief Executive and Senior Management team in the Expedition logistical implementation – including flight booking, participant information, liaison, management of Participation Handbook.
- Supporting the Chief Executive (and team as needed), to mobilise and pack supplies and equipment, liaise with partners and assist with resolving ad hoc queries
- Coordination from field to office during Mission – between Chief Executive and UK HQ e.g. management of key functions (e.g. incident management, near miss incidents, personnel and next of Kin details for all members, updates to Board, insurance claims, emergency travel logistics (e.g. personnel needed to return home), shipping / logistics to the vessel if needed.
- Assisting in coordinating the initial planning meeting of all major Expedition participants in Oxford with briefing, risk, health and safety etc.

Nekton Secretariat

- Coordinate and maintain Head Office Secretariat, support for Senior Team diaries, expenses, Team and Management meetings.
- Central Office Management: manage document system on Nekton server – responsible for storing all Expedition documents securely and in compliance with GDPR.
- Supporting Chief Executive with Partnership management: Including writing monthly partner updates (with Communications Team).
- Make arrangements for Trustee meetings and take minutes.
- Administrative support to Chief Executive for Annual Reports, Team annual reviews, HR management.

KEY ATTRIBUTES

Nekton's mission is global and audacious. We are looking for an individual with a special blend of meticulous project management and hands-on-hand implementation of complex operational aspects of an international venture. In addition, we are looking for someone with conventional professionalism, who is able to work leanly with limited resources and someone always being creative in their drive for rapid development. We need a team member who can help us rise to the challenge while remaining grounded, someone able to focus on the detail whilst also understanding the whole system and the big picture.

We are based in Oxford. There may be opportunities to work from home for some of the time, and travel to external meetings may be required on occasion.

ESSENTIAL

- A confident, proactive and independent self-starter able to work flexibly and responsively in a fast-changing environment
- Highly organised, detail orientated.
- Experience in project management and working with multiple international partners
- Experience of successful project delivery and project development
- Enjoys problem solving
- Strong written and oral communication skills within a team and with partners

DESIRABLE

- Experience within Event Production, TV Production, Military, Expeditionary or NGO.
- Understanding of sea going expeditions or science (ideally marine science)
- Experience of international logistical challenges
- APM accreditation or similar

HOW TO APPLY

To apply for this position please send you cv with a covering letter explaining why you think you would be a good fit for this role to alex@nektonmission.org by 6pm, Friday 18th January. Only shortlisted candidates will be contacted.