NEKTON

Nekton’s mission is to rapidly accelerate our scientific understanding and protection of the ocean for people and the planet. We work for the ocean. Nekton is a UK-registered charity, based in Oxford, UK.

THE ROLE

Nekton is actively searching for a Logistics Coordinator to join our dynamic team who will help the Expedition Manager implement an expedition in and with India.

This is an exciting opportunity for an experienced logistics professional with either expedition, production, marine operations project experience working in a range of geographies.

Initial recruitment is for a start as soon as possible until the end of April 2024 with the opportunity for a possible extension into full-time role. The recruitment is open until a successful appointment is made. Candidates should stipulate whether they are interested in being considered for the longer-term position when applying for the immediate role.

WHAT ARE WE LOOKING FOR?

We are looking for an individual with a blend of logistics and production experience – ideally related to implementing complex multi-disciplinary projects in different nations around the world. Our expeditions combine extensive logistics and deploying research vessels, submersibles, remotely operated vehicles and dive teams. Specific experience of these activities is valued but is not critical.

You will be meticulous at project and logistics management and implementation and will thrive at being hands-on and working independently with support from a Project Manager and other members of the team. This role will take consummate professionalism, maturity and good humour - a ‘glass half-full’, problem-solving person who is able to utilise in-house and outsourced resources creatively and cost-effectively.

DETAILS

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<tr>
<th>Start</th>
<th>As soon as possible from 1st December 2023.</th>
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<tr>
<td>Location</td>
<td>Hybrid including ideally c. 1/2 days at Oxford area-based HQ.</td>
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<tr>
<td>Salary</td>
<td>c. £3,250 - £4,000 pcm based on skills and experience.</td>
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<td>Contract</td>
<td>Consultancy, 1 Dec 2023 (or asap) to end of April 2024 (with possible extension to longer term role)</td>
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<tr>
<td>Hours</td>
<td>5 days per week</td>
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<td>Reporting to</td>
<td>Expedition Project Manager</td>
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<tr>
<td>Working with</td>
<td>Science, communications, media, finance and central operations teams, Project Director</td>
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KEY RESPONSIBILITIES AND TASKS:

This role is an exciting opportunity to support on Nekton’s upcoming expedition, directly organising all aspects of the logistics required.

- Development, implementation and management of all expedition logistics including participation flights and travel (with agent), equipment shipping (with shipping agent), personnel visas and critical information (including offshore training if required)
- Work closely with suppliers, local agents and the Expedition Team to plan and deliver the mobilisation and demobilisation of assets, equipment and people for all areas of Nekton’s missions
- Lead in effective transportation of items to and from missions considering all marine requirements.
- Support the Expedition Project Manager with Participant engagement and liaison (including Participant handbook, secure document management).
- Support on planning and procurement for science, marine operations and media equipment.

KEY ATTRIBUTES

- Minimum of 5 years’ international logistics experience (and related project management) across either expedition, production, marine operations or other multi-disciplinary programmes working in a range of geographies.
- Minimum of 3 years’ experience of tight cost and budget management.
- Experience in complex personnel logistics and equipment shipping (with agents).
- Experience and knowledge of HMRC Customs, Duty, Commodity Codes, Import & Export Regulations
- Minimum 5 years working effectively with teams of people from a variety of backgrounds (e.g. other expedition / productive teams, scientists, ship’s crew and officers, governmental representatives, logistics agents etc).
- Excellent standards of communication both written and verbal.
- Highly self-motivated individual capable of working with minimal supervision.
- Located in the Oxford area or within commutable distance to Ocean Census office, Begbroke, Oxfordshire.
- Highly literate in all Office applications.
- Ideally previous experience working in India or Indian partners.
- Ideally experience working in/with an NGO.

HOW TO APPLY

To apply for this position please send you cv with a covering letter, quoting reference 112023NFLC, explaining why you think you would be a good fit for this role to finance@nektonmission.org as soon as possible.

The position remains open until a successful appointment. Should you not be available to start immediately but are interested in the longer-term position from May 2024, we also welcome your CV and covering letter.

Only shortlisted candidates will be contacted for interview.