



JOB DESCRIPTION

Coordinator

November 2021

NEKTON

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

Nekton works with ocean nations to gain knowledge faster, so that we can better protect the ocean and share knowledge with the world. We therefore work in partnership with a wide range of organisations – from science to civil society, from media to government.

Our Missions, in partnership with the people and organisations of ocean nations, are vital if we are to achieve that target. We co-develop and co-deliver these research programmes with policy-makers, scientists, businesses, teachers and story-tellers of each host nation, and are supported by our international alliance of partners.

Our Missions explore the ocean, driven by curiosity and the determination to use the knowledge we gain to serve the planet. Each Mission combines state-of-the-art technology, applied research, knowledge exchange, ocean policy initiatives and inspirational public engagement activities. We coordinate all these activities together to increase their collective impact. All data and biological specimens are owned and vested by the host nations.

We work on innovative projects with targeted outcomes to address the needs of our ocean. From educational programmes to podcasts, scientific research to groundbreaking data portals, all of our initiatives further our aims of accelerating greater understanding of our ocean, how we protect it and inspiring public engagement.

Nekton is UK-registered charity based in Oxford, UK.

THE ROLE

Nekton seek a highly motivated and organised individual for a short-term coordinator role in the field of biodiversity digitisation and data science. The coordinator will assist a small team of experts (~15 members) in co-organising and hosting meetings, interviews, briefings, and workshops to develop a decadal roadmap for marine biodiversity data.

In addition to the remuneration (see below), the coordinator will have the opportunity to interact with and learn from an extended set of experts in the field, particularly regarding their thoughts on the current state and future of biodiversity data and informatics.

This project is part of the planning process for a large decadal biodiversity programme funded by a major donor. Assuming the programme plan is accepted it will commence in 2022.

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 in delivering scientific research and protection of the ocean.

NEKTON OXFORD DEEP OCEAN RESEARCH INSTITUTE

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KEY RESPONSIBILITIES AND TASKS

- Establish and synchronise goals and priorities with co-leads
- Support with writing, proofreading and coordinating inputs to documents scoping a roadmap for digital innovation within the realm of marine biodiversity data and technology
- Monitor and facilitate communication across team leads and members, ensuring tasks are proceeding on schedule
- Schedule and run online meetings with team members and external experts and stakeholders
- Take detailed minutes of all meetings, develop briefings, and record action items
- Ensure action items are addressed on schedule
- Generate periodic project status reports / (de)briefings

KEY ATTRIBUTES

ESSENTIAL

- Recent PhD or equivalent in a marine biodiversity field, with a focus on or high fluency with at least one form of biodiversity data
- Excellent written and spoken English
- Highly organised and versed in professional communication and reporting
- Highly developed ability to synthesise and summarise complex information

DESIRABLE QUALITIES / CAPACITIES

- Demonstrated interest in technological and digital developments in the field of biodiversity
- Familiarity with task management techniques (e.g. Agile, Kanban) and (if relevant) associated software.
- Demonstrated communication across stakeholder groups, especially from those in technology/data science and non-technical groups

DETAILS

Start	December 2021
Location	Remote working and occasionally at Begbroke Science Park, Oxford
Salary	£29,000–31,000 per annum pro rata (dependent on experience)
Hours of work	3 days per week
Contract type	Fixed term (ending 30 th April 2022). Freelancers considered.
Reporting to	Project Director and Project Lead
Reporting to this post	None

HOW TO APPLY

To apply for this position please send your CV with a covering letter explaining why you think you would be a good fit for this role to both pier.buttigieg@awi.de and lauren.weatherdon@unep-wcmc.org by 0000 UTC on 19 November 2021. Interviews will take place on 24 and 25 November 2021. Only shortlisted candidates will be contacted.