



Expedition Logistics Coordinator

Reference OCELC022024

Start: 01/04/2024

OCEAN CENSUS – www.oceancensus.org

Ocean Census' mission is to accelerate the discovery of ocean life and catalyse its protection for future generations.

THE ROLE

Ocean Census is actively seeking an Expeditions Logistics Coordinator to join our dynamic team to support the expeditions team working on a predominantly international program. This is an exciting opportunity for an individual with experience in either international logistics, scientific field operations, maritime operations, or media production.

WHAT ARE WE LOOKING FOR?

We are looking for an individual with relevant experience to support the Expedition Team in travel, administrative and logistical aspects of implementing expeditions – predominantly focused on the team's travel, visas, participation agreements, apparel sizing, and shipping of equipment to / from the Expedition - noting the travel is booked through Ocean Census's agent.

DETAILS

Start: As soon as possible, ideally 1st April 2024.

Location: Office-based or hybrid working, ideally 2 days per week at Oxford area HQ. Remote applicants considered.

Salary: £25,000 to £30,000 per year, according to skills and experience.

Contract: 12-month fixed term, full time. Part-time will also be considered.

Hours: 37.5 per week

Reporting to: Expeditions Manager

Working with: Expeditions, Science, Communications, Media, Finance and Central Operations teams.

KEY RESPONSIBILITIES AND TASKS:

Expedition Participant Management

- Coordinate participants' travel arrangements for expeditions and other events such as flights, visas (if required), accommodation and internal transport, including dealing with logistics agents.
 - Liaising with expedition participants regarding completion of all forms and waivers to confirm expedition participation (e.g. personal and next of kin details, medical and media releases)
 - Obtaining participant sizing for expedition apparel.
 - Ensuring that expedition participants' details gathered are stored in a way that complies with data protection.
 - Working with the Finance and Central Operations team to ensure all participants have appropriate insurance coverage - if partner institutions are providing coverage for participation, obtain details of this to ensure they match expedition medivac needs.
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- Coordinating with expedition participants for submitting expense claims.
- In the event of an emergency, under the direction of the Expedition Management team, provide support for reactive response for emergency personnel travel requirements (e.g. personnel needed to return home).
- Supporting the team to mobilise and pack supplies and equipment, updating the Asset Management System accordingly and liaising with shipping agents.
- Supporting the Expedition Team in liaising with partners and assisting with resolving ad hoc queries.

KEY ATTRIBUTES

Essential

- A minimum of 2 years working in international logistics, ideally supporting maritime operations, science fieldwork or expedition-style activities.
- A confident, proactive, and independent self-starter able to work quickly, flexibly and responsively in a fast-changing environment.
- Competent with Microsoft Excel, including formulas, lookups and pivot tables.
- IT literate with good knowledge of other Microsoft Office applications, in particular Word and Excel.
- Highly organised, and detail-oriented, with the ability to manage multiple areas of work.
- Strong interpersonal and communication skills, with the ability to be confident and assertive in communicating with people at all levels, to build good working relationships across the organisation.
- Experience of working with logistics, insurance and personnel data management (incl. working within GDPR framework).
- Evidence of being able to work with people from all countries and backgrounds in a culturally sensitive and respectful manner.

Desirable

- Experience in external contracting and procurement.
- Formal GDPR awareness training.
- Experience in budget management and reporting.
- Familiarity with Google Workspace and live document management.

HOW TO APPLY

To apply for this position please send your CV with a covering letter quoting reference OCELC022024 explaining why you think you would be a good fit for this role to finance@nektonmission.org.

Only shortlisted candidates will be contacted for interview. The recruitment is open until a successful appointment is made.