



JOB DESCRIPTION

ANIMAL RECORDS AND TRANSPORT ASSISTANT



SAVING SPECIES FROM EXTINCTION | WWW.DURRELL.ORG

DURRELL WILDLIFE CONSERVATION TRUST is a Registered Charity with the Jersey Charity Commissioner, registered charity number. 1
DURRELL WILDLIFE CONSERVATION TRUST - UK is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER 1121989**
REGISTERED COMPANY NUMBER 6448493 REGISTERED OFFICE c/o Intertrust Corporate Services (UK) Limited, 35 Great St. Helen's, London EC3A 6AP

PATRON HRH The Princess Royal **FOUNDER** Gerald Durrell, OBE, LHD **HONORARY DIRECTOR** Lee Durrell, MBE, PhD **CHIEF EXECUTIVE OFFICER** Lesley Dickie, PhD

INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation.



**A centre of excellence
in animal husbandry,
research, training and
education**



**Training future
conservation practitioners
and monitoring and
evaluating conservation
science which underpins
all Durrell activities**



**Conservation action
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

OUR VALUES

PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, 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 Trust 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.



JOB PURPOSE

To work in the Animal Records Department assisting with the administration of animal transfer paperwork and exchanges between zoological collections, as well as animal records and database management. Under the direction of the Animal Registrar, the Animal Records and Transport Assistant will be responsible for completing import and export paperwork, customs formalities, and submitting CITES permit applications, working through logistical planning, taking part in regular communications with the animal and veterinary departments as well as communicating effectively with other zoo curators, registrars, museums, conservation organisations and official bodies.

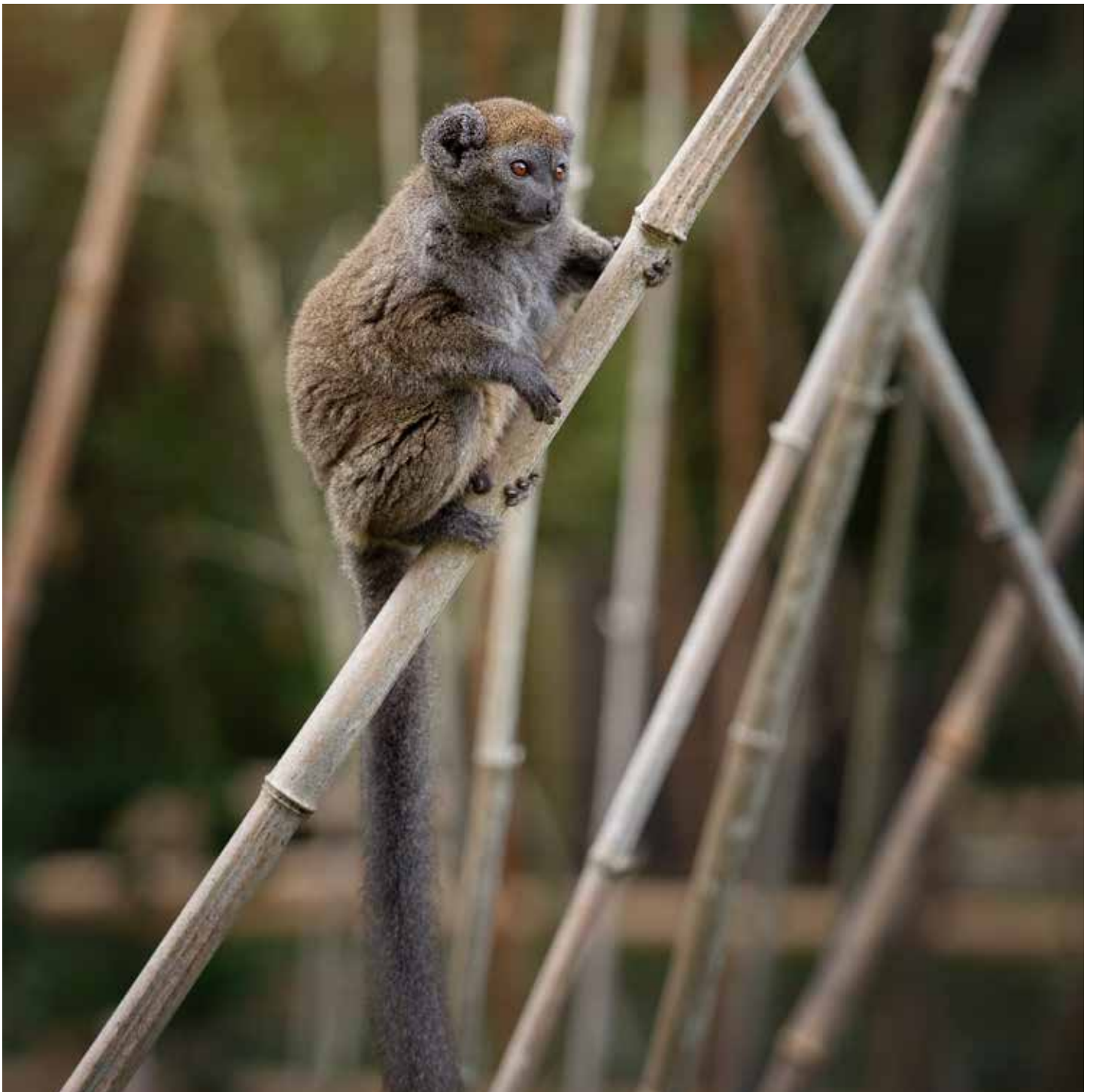
**ANIMAL RECORDS AND
TRANSPORT ASSISTANT**

DEPARTMENT
Animal Records

REPORTS TO
Animal Registrar

CONTRACT
1 Year Fixed Term Contract

LOCATION
Jersey



KEY RESPONSIBILITIES

- Provide all necessary administrative support as required by the Animal Registrar in relation to animal moves and records management.
- Mainstream administrative work including managing emails, making bookings, invoicing, spreadsheets, data collection for surveys, and the provision of data to other departments etc.
- Work alongside the Animal Records Assistant to provide additional support to the animal recording processes.
- Work closely with records software such as ZIMS, Excel and customs systems.
- Collaborate with other zoo staff to maintain the accuracy of the recorded data and the transfer of information.
- Take part in supporting the development of students, when required.
- Contribute to Jersey and overseas conservation programmes as requested.
- Attend and contribute to departmental and general meetings, when required.
- Provide support for zoo activities beyond the normal routine, when required.
- Maintain the highest level of data protection and confidentiality.

Additional responsibilities after in-house training:

- Provide transport data and coordinate transfer dates with staff, studbook keepers, external organisations and authorities as required.
- Facilitate all necessary animal transport bookings including liaising with cargo agents, preparing travel itineraries, making arrangements for accompanying staff where necessary and coordinating transports once underway.
- Prepare and complete documents required for imports and exports accurately and within submission deadlines.
- Liaise with the Veterinary Department ensuring all necessary animal health screening tests for animal transfers are undertaken.
- Ensure compliance with specific licences relating to import and export requirements for Jersey as well as internal policies and procedures.
- Deliver customs and CITES paperwork to the relevant official offices for signatures and approval (involving island wide travel).
- Prepare relevant loan agreements for the animals that are exported.
- Accompany animal exports locally or facilitate imports to ensure smooth paperwork compliance.
- Maintain a good knowledge of IATA travel and crate regulations.

KNOWLEDGE, SKILL AND ABILITY

Essential

- Where possible, higher education or work experience in administration, licensing or logistics.
- Ability to work efficiently and accurately within deadlines and when dealing with last minute changes.
- Ability to work effectively within a department team, a team player capable of taking ownership of tasks and pro-actively leading through to completion.
- Good verbal and written communication skills, always remaining approachable for queries and support.
- Good organisational and time-management skills.
- A keen eye for data processing and consistency, with adherence to the highest standards of accuracy and attention to detail at all times.
- Ability to work methodically and on own initiative without supervision.
- Excellent IT skills, including working knowledge of standard software packages including word processing and databases.
- Current driving licence.

Desirable

- Understanding of local, UK, EU and International law with respect to animal health, transit, CITES and other regulatory regimes would be an advantage, although training will be provided.
- Knowledge of zoological nomenclature and/or a background in zoology is an advantage, although training will be provided.
- Interest in wildlife and conservation.
- Proven experience in dealing accurately with data.



BEHAVIOURS

- A positive outlook and 'can do' attitude are vital, showing resilience in problem-solving.
 - Remains calm under pressure and acts professionally during challenging situations.
 - Result-focused with an understanding and supportive approach to zoo activities both commercial and conservation-related.
 - Team spirited with a reliable, inclusive and collaborative approach.
-

TEAM ORGANOGRAM

