

Job Description for Project Officer (Climate and Ocean campaigns)

About us

We investigate and campaign against environmental crime and abuse.

Our undercover investigations expose transnational wildlife crime, with a focus on elephants, pangolins and tigers, and forest crimes such as illegal logging and deforestation for cash crops like palm oil. We work to safeguard global marine ecosystems by addressing the threats posed by plastic pollution, bycatch and commercial exploitation of whales, dolphins and porpoises. Finally, we reduce the impact of climate change by campaigning to eliminate powerful greenhouse gases including methane and fluorinated gases such as HFCs, by exposing illicit trade in fluorinated greenhouse gases and through improving energy efficiency in the cooling sector.

About role

EIA is seeking a highly organised and efficient Project Officer who works well within a team to join EIA's Climate and Ocean Programmes. The Climate & Ocean Project Officer is a full-time role which will provide support to EIA's Climate and Ocean Programmes to ensure efficient implementation of the Climate and Ocean campaign strategies.

Salary

£28,000 - £30,000 (subject to experience)

Deadline for applications

Monday 7th June, 2021

Main purpose of position:

The key responsibilities will include managing financial information, monitoring campaign activities, assisting with donor reporting, engaging with and co-ordinating EIA team members and Project partners, developing campaign and communication materials and providing support as needed for organising workshops and events.

Organisational matters:

The Climate & Ocean Project Officer will report to the Programme Lead and work closely with senior and junior campaigners as well as finance and fundraising officers. The position will be based in EIA's London office, however it will be possible to work from home during 2021 due to the Coronavirus pandemic. Some travel may be required as part of the role, subject to government travel restrictions related to the pandemic.

Responsibilities:

This position will be responsible for supporting all of the varied administrative, financial management and project management needs for implementation of the Climate and Ocean campaigns. Responsibilities will include, but are not limited to, the following:

Financial Management:

- Maintain running budgets of team expenditure in coordination with the finance team;

- Ensure expenditure is allowable under the campaign grant conditions and conforms with the terms of the various grant agreements;
- Respond to internal finance queries, including quarterly budget forecasting;
- Prepare and distribute monthly budget updates;
- Draft internal budgets and reports as required;
- Support the team in day-to-day financial transactions, such as payment of consultants and partners.

Grant Management:

- Assist in all donor reporting, including liaising with Project partners, drafting financial and narrative reports;
- Assist with preparation of contracts for and manage sub-grants for partners and/or consultants;
- Assist with campaign planning, including tracking and maintaining a workplan of campaign activities;
- Act as a liaison between the Ocean and Climate campaigns as well as other EIA departments including Finance, Fundraising and Communications, as well as Project partners

Project Coordination:

- Provide logistical support as needed for organising workshops, roundtables, webinars, and field visits;
- Co-ordinate with campaign partners and consultants for implementation of campaign activities;
- Prepare and maintain contacts and mailing lists;
- Arrange design, translation and printing of campaign materials;
- Participate in internal team meetings.

Information Management:

- Collect, analyse and manage data and information for assessing campaign progress in line with the campaign strategy and monitoring and evaluation plan;
- Maintain comprehensive and organised records of campaign activities, financial information, contacts and historic archives;
- Ensure campaign materials are organised and accessible through EIA's information management systems.

Research and advocacy support:

- Conduct campaign research as required;
- Support campaigns-related communications as required, including social media;
- Assist in the production of external reports and campaign materials.

Strategic planning:

- Contribute to the development of campaign strategies and budgets.

Person specification:

Essential

- Experienced user of Microsoft Office, including Excel, and collaborative working tools (e.g. Sharepoint, Teams)
- Good oral and written communication skills, including knowledge and experience of key social media platforms
- Ability to prepare accurate, relevant and clearly presented financial and narrative reports
- Ability to clearly articulate financial concepts and prepare high-level financial summaries – financial management is a priority responsibility within the role
- Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities
- Ability to work well within a diverse team
- Legal right to work in the UK.

Desirable

- Project management experience
- Understanding of donor reporting and compliance
- Experience with organising workshops, seminars and roundtables
- Experience working in an international environment, or with partners based overseas
- Accounting experience/qualification
- Commitment to working on environmental issues
- Broad knowledge of climate and ocean issues
- Foreign language skills
- Prepared to travel outside the UK at short notice.