Position: Wildlife Campaigner (China Specialist)
Reporting to: Campaign Leader (Tigers & Wildlife Crime)
Based in: UK (flexible)
Starting date: early August 2021
Contract duration: 12 month fulltime contract (extension subject to funding)
Salary: £32,000 – £38,000 depending on experience
Application closing date: 12/07/2021

Job Description

Campaign Background
EIA seeks to facilitate more effective enforcement against the illegal trade in endangered species, hazardous chemicals and waste, and against illegal logging and timber trafficking. Our campaign tools (reports, briefings, videos, public action alerts), combine the use of hard-hitting visuals with first-hand field accounts and secondary information to illustrate the nature, scale and impact of environmental crime. EIA advocates practical solutions and where relevant produces capacity building materials for enforcement authorities and civil society.

Saving Wild Tigers: EIA contributes to wild tiger conservation by investigating and documenting the consumer end of the trade chain for tigers and other Asian big cats; informing the law enforcement and criminal justice community on the role of transnational criminal networks involved in illegal tiger trade; advocating for greater resources to dismantle those networks; and campaigning for an end to tiger “farming”. Priority focus areas are advocating for reform of China's Wildlife Protection Law towards ending tiger farming and the medicinal use of tiger and other Asian big cats; advocating for policy reform in relation to tiger farming in Southeast Asia; advocating for implementation of CITES Resolutions and Decisions relating to tigers and other Asian big cats; including more effective enforcement; and supporting the strategic and funding development of the Campaign.

Main Purpose of Position:
As part of a team, the Campaigner will principally plan, research, prepare and deliver written and verbal reports and briefings to key stakeholders in government, NGOs and media. The Campaigner will liaise with other NGOs to prepare and disseminate joint messaging where appropriate. The Campaigner will share research, administrative, and monitoring & evaluation responsibilities with other team members, and will contribute to strategic planning. As a China specialist, the Campaigner will lead on monitoring policy and private sector developments in China for the Tiger Campaign and advise on responses and activities.

Organisational Matters:
The Campaigner will be line managed by the Campaign Leader (Tigers & Wildlife Crime). The Campaigner’s priority milestones and tasks will be determined by Campaign strategies and workplans, and they will work in cooperation with relevant members of staff in all Departments to fulfill the following responsibilities.

**Responsibilities:**

**Campaigning:**
- Research, prepare and disseminate compelling written and visual materials that advance campaign objectives at meetings/events in the UK, EU and elsewhere, at CITES and other relevant forums, and in bilateral meetings with government officials in key countries of concern
- Identify opportunities for EIA to further Campaign objectives through new contacts, events, contacts and forums, including stakeholders in the traditional Chinese medicine sector
- Plan and participate in research and advocacy trips to engage stakeholders in key target countries and forums
- Coordinate joint actions and communications by formal and informal NGO coalitions
- Identify and respond to relevant emerging external events as opportunities to advance the campaign objectives

**Managing External Relations:**
- Pro-actively maintain contact with EIA’s existing network of contacts in governments, civil society and media
- Develop new contacts in governments, private sector, civil society and media

**Communications (Internal & External):**
- Produce clear, concise, and fully referenced internal reports resulting from research activities and circulate internally
- Produce Back to Office Reports following advocacy trips and external meetings
- Collate, analyse and share internally developments relating to policy and private sector actions of relevance to implementation of EIA campaign objectives
- Prepare and disseminate external publications e.g. campaign reports and briefings
- Prepare online content e.g. news posts, blogs and social media messages, and liaise with EIA’s Communications Department over dissemination
- Participate in the development and implementation of a new campaign media and communications strategy, including use of China-specific social media
- Respond to public and media enquiries

**Information Management:**
- Update and maintain contact databases
- Ensure all campaign files are organised and accessible
• Ensure video files and stills are edited, logged and uploaded
• Maintain campaign-relevant databases (crime incidents, captive tiger facility locations, traditional Chinese medicine manufacturers which use threatened wildlife)

Operational Management of Activities:
• Maintain relevant project trackers and workplans
• Participate in fortnightly project tracker meetings
• Manage individual campaign milestones and tasks as required, which might involve coordinating input from other campaigns, departments and/or other NGOs
• Provide support to the Campaign Leader for specific administrative activities as requested

Financial Planning and Budget Management:
• Produce budgets for project-related activities, such as overseas trips, prior to expenditure and complete reconciliations.
• Record Campaign expenditures and reconcile expenditure tracking

Strategic Planning:
• Participate in the production of campaign strategies for EIA’s Campaigns, and prepare sub-project strategies
• Participate in EIA’s Long Term Strategic Planning as required

Human Resource Management:
• Manage project volunteers and consultants

Income Generation:
• Assist the Campaign Leaders and Fundraising Team in the production of reports and proposals for donors
• Participate in fundraising activities as requested

Person specification

Skills and Experience
Essential
• Undergraduate degree or equivalent in a relevant field;
• Demonstrated experience in advocacy and campaigning on environmental issues;
• Broad knowledge and understanding of more than one of the following - international relations, policy-making in China, traditional Chinese medicine, illegal wildlife trade, tiger conservation;
• Experience conducting detailed targeted research projects and tasks;
• Ability to work independently with strong time-management and organisational skills with attention to detail;
• Professionalism and ability to work as part of a team;
• Experience of building and maintaining effective working relationships with diverse external contacts;
• Fluency in English and Mandarin;
• Ability to travel at short notice.

Desirable
• Experience in engaging and influencing policymakers and diverse stakeholders at the national levels on regulatory and legislative issues, including multilateral agreements such as CITES, UNTOC, UNCAC;
• Ability to digest and integrate technical, scientific, policy and legal information as well as to relate it simply and persuasively to non-expert audiences;
• Experience analysing complex social, political, economic and environmental parameters in ways that inform EIA’s work and communications;
• Experience of strategic planning, project administration and donor reporting;
• Experience working with different cultures and languages;
• Experienced user of Microsoft Office, including Word, Excel, and collaborative working tools (e.g. Sharepoint, Teams).
• Based in the UK